



PROBATION DEPARTMENT

STEPHANIE L. JAMES
CHIEF PROBATION OFFICER

June 1, 2018

Ian Kysel
American Civil Liberties Union Foundation
Southern California
1851 E First Street
Suite 450
Santa Ana, CA 92705

Dear Mr. Kysel,

This letter serves as the response from San Joaquin County Probation Department to the Request for Documents under California's Public Record Act.

1. Policies and Procedures

a. Copies of any and all of the following policies and procedures used/in effect between January 1, 2015 and March 31, 2018 (inclusive) in each facility operated by SJCPD:

i. Any and all rules of conduct and disciplinary and/or behavior management policies and procedures for youth, including those governing sanctions as well as those governing incentives and/or privileges.

Please see attached Juvenile Detention Policy and Procedure Manual Bulletins: #D-595 Behavior Management System, issue dates: 2/25/16 (Attachment A) and 6/16/16 (Attachment B); #D-599 Managing Youths' Behavior, issue dates: 2/8/10 (Attachment C) and 5/2/16 (Attachment D); and #D-600 Room Separation, issue date: 6/16/16 (Attachment E).

ii. Any and all behavior management or other policies and procedures governing use of force by staff, including what kind of force can be used and the continuum of appropriate force permitted in specific circumstances.

Please see attached Bulletin: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I).

Juvenile Court and Field Services
575 W. Mathews Road
French Camp, CA 95231
209/468-4000

Juvenile Detention Facilities
535 W. Mathews Road
French Camp, CA 95231
209/468-4200

Adult Services
Room 201, Canlis Building
24 S. Hunter St.
Stockton, CA 95202
209/468-4100

Administration
575 W. Mathews Road
French Camp, CA 95231
209/468-4068

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iii. Any and all behavior management or other policies and procedures governing use of cell/room extraction, including any requirements to video or audiotape cell/room extraction.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

iv. Any and all behavior management or other policies and procedures governing use of de-escalation techniques by staff.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

v. Any and all behavior management or other policies and procedures governing use of chemical agents (including the type, size/volume and approved method of deployment for those chemical agents) and methods of application as well as chemical agent cleanup/decontamination after use.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

vi. Any and all policies and procedures regarding storage and maintenance requirements for any chemical agents permitted to be stored, used, or carried in the facility.

Storage and maintenance requirements of chemical agents is monitored by the Juvenile Detention Facility Supervisor assigned to Administrative Services and the Field Training Officer assigned to Backgrounds and Training. San Joaquin County Probation Department does not have a policy and procedure regarding the storage and maintenance requirements for chemical agents.

vii. Any and all policies and procedures regarding identifying or authorizing staff who are permitted to carry and/or use chemical agents in the facility.

Please see attached Bulletins: #D-227 Staff Training, issue dates: 1/25/10 (Attachment L), 5/2/16 (Attachment M), and 6/16/16 (Attachment N).

viii. Any and all policies and procedures addressing medical and behavioral health conditions that would contraindicate or limit use of chemical agents.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

ix. Any and all policies and procedures regarding identifying and evaluating youth who have been exposed to chemical agents, including any signs and symptoms requiring medical or behavioral health evaluation referral.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

x. Any and all policies and procedures regarding notification of parents or legal guardians regarding youth exposure to chemical agents.

San Joaquin County Probation Department does not have a policy regarding notification of parents or legal guardians of youth exposure to chemical agents.

xi. Any and all policies and procedures on documentation and reporting requirements following any use of chemical agents.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

xii. Any and all policies and procedures on requirements to debrief or discuss use of force incidents, including use of chemical agents, with youth after the incident.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

xiii. Any and all policies and procedures on supervisory or other review of use of force incidents by staff, including use of chemical agents.

Please see attached Bulletins: #D-602 Juvenile Detention Force Options, issue dates: 4/11/08 (Attachment F), 5/2/16 (Attachment G), 6/16/16 (Attachment H), and 1/23/18 (Attachment I); and #D- 602.1 Room Extraction, issue dates: 9/1/02 (Attachment J) and 6/16/16 (Attachment K).

xiv. Any and all policies and procedures regarding the information provided to youth to explain rules, rights, policies and procedures related to use of force, including but not limited to use of chemical agents (including copies of such information, as provided to youth, in each language in which it is available).

Please see attached Bulletin: #D-599 Managing Youths' Behavior, issue dates: 2/8/10 (Attachment C) and 5/2/16 (Attachment D); and the Youth Handbook revision dates: 3/6/15 (Attachment O), 4/22/16 (Attachment P); and 2/13/18 (Attachment Q).

xv. Any and all policies and procedures governing discipline of staff for violations of policies, procedures and rules governing the use of force, including use of chemical agents.

Please see attached Bulletin: #785 Corrective Action/Discipline, issue dates: 9/3/13 (Attachment R) and 2/28/18 (Attachment S).

2. Training Materials

In regards to training materials, San Joaquin County Probation does not have proprietary rights to training material that is provided to staff in regards to the use of chemical agents, use of force, or cell/room extractions. Therefore, we are unable to release this information.

Please refer to the policies that were attached in response to section 1. Policies and Procedures. Policies and Procedures are reviewed with staff before and after implementation, or upon their employment with the department to ensure knowledge and understanding.

a. Copies of any and all of the following training materials used/in effect between January 1, 2015 and March 31, 2018 (inclusive) in each facility operated by SJCPD:

i. Any and all training materials on the use of chemical agents, including but not limited to permissible use and standard(s) for use, methods of application and cleanup/decontamination.

ii. Any and all training materials on cell/room extractions.

iii. Any and all training materials on the provision of medical or behavioral health services or referral before or after youth are exposed to chemical agents.

iv. Any and all training materials on identifying signs or symptoms of medical or behavioral health conditions that would contraindicate the use of certain types of force, including chemical agents.

v. Any and all training materials on the use and exhaustion of less restrictive options than use of chemical agents and before the use of chemical agents.

vi. Any and all training materials on complying with authorization, reporting and documentation requirements in connection with the use of chemical agents.

vii. Any and all training materials on conducting a review of use of force, including on the use of chemical agents.

viii. Any and all training materials on debriefing or discussing use of force incidents with use, including of chemical agents, after the incident.

ix. Any and all training materials used to ensure compliance of staff authorized to carry or use chemical agents with Penal Code § 22820 (requiring completion of training in the use of tear gas for any peace officer before they can purchase, possess, transport, or use tear gas or a tear gas weapon).

3. Data

a. Any and all data on the use of chemical agents between January 1, 2015 and March 31, 2018 (inclusive) in each facility operated by SJCPD, including:

i. Records showing any and all aggregate data regarding average rate of use of chemical agents per month, quarter and year.

Average	2015	2016	2017	2018
Month Avg.	8	9	7	3
Quarter Avg.	24	26	21	--
Year Total	95	103	82	--

ii. Records showing any and all individual data regarding specific instances of use of chemical agents, including, for each instance, the incident date, time, volume or amount of chemical agent deployed, location within the facility, description of the incident (including the situation alleged to precipitate the use; for example but not limited to fight, cell/room extraction, refusal to follow a verbal order, assault, riot, etc.), and demographic information about the juvenile and staff involved, including but not limited to age, race, national origin, gender identify and gender expression. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

Objection is made on the grounds of Welfare and Institutions Code section 827.

iii. Copies of any and all videotapes or other audio and/or visual records of use of force or cell/room extractions involving the use of chemical agents. We request that individual identifying information (recordings of name, face) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

Objection is made on the grounds of Welfare and Institutions Code section 827.

iv. Copies of any notification of parents or guardians after chemical agent use made. We request that individual identifying information (name, addresses) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

The San Joaquin Probation Department does not notify parents or guardians after chemical agent use made.

v. Copies of any and all complaints/grievance made regarding use of chemical agents, including records showing any response and any action taken. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

Objection is made on the grounds of Welfare and Institutions Code section 827.

vi. Copies of any and all incident reports or other reports related to use of chemical agents, including log book entries, entries in any electronic case management system(s), and entries in any other institutional case, data, or record management system(s). We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

Objection is made on the grounds of Welfare and Institutions Code section 827.

vii. Copies of any and all internal reviews related to use of chemical agents conducted.

Objection is made on the grounds of Welfare and Institutions Code section 827.

viii. Records showing any staff disciplined in connection with use of chemical agents, including allegations, findings, and any disciplinary actions taken. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

Objection is made on the grounds of personnel records are privileged. Records of staff discipline are protected under grounds of Peace Officer Bill of Rights.

ix. Records of injury to staff or youth related to use of chemical agents. We request that individual identifying information (name) be replaced with unique identifiers so that we may observe whether the same individuals were involved in multiple incidents.

Objection is made on the grounds of Welfare and Institutions Code section 827 and HIPAA (45 CFR).

x. Records showing number and volume of all containers or units of chemical agents currently maintained or stored for use.

The San Joaquin County Probation Department does not maintain records showing number and volume of all containers or units of chemical agents currently maintained or stored for use.

xi. Records showing number and volume of all containers or units of chemical agents purchased per month, quarter and year (and the total cost for such purchases).

Year	# of canisters (1.47oz)	Cost of Canister	Total with Tax
2015	50	12.00	660.50
2016	50	12.00	660.50
2017	75	12.00	982.25
2018	0	12.00	0.00

Please see invoices for Chemical Agent purchases from 2015-2017 (Attachment T).

xii. Records showing number and volume of all containers or units of chemical agents destroyed or discarded per month, quarter and year.

The San Joaquin County Probation Department does not maintain records showing number and volume of all containers or units of chemical agents destroyed or discarded.

xiii. Copies of any and all studies, inspection or accreditation reports, audits, or analyses relating to the Facilities conducted internally or by outside agencies or organizations that mention chemical agents.

Objection is made on the grounds of Welfare and Institutions Code section 827.

xiv. Strategic plans, committee reports, briefings, data, memoranda, final agendas, meeting minutes, or other documents or materials relating to the use of pepper spray.

Objection is made on the grounds of Welfare and Institutions Code section 827.

xv. Draft and final memoranda, documents, or guidance materials or directives, including but not limited to those addressing changes to policies, procedures, and training materials disclosed in response to this request, prepared by the SJCPD related to use of chemical agents.


San Joaquin County Probation did not draft or finalize and make changes to policies, procedures, trainings, or guidelines in response to this request.

xvi. Copies of any approvals or denials of any proposed changes to policies, procedures, trainings or guidelines, including but not limited to those addressing changes to policies, procedures, and training materials disclosed in response to this request, prepared by SJCPD related to use of chemical agents.

San Joaquin County Probation Department did not approve or deny any proposed changes to policies, procedures, trainings or guidelines in response to this request.

Please let me know if you have any questions. I can be reached at (209) 468-4207 or at tnelson@sjgov.org

Thank you,



Tamika Nelson
Deputy Chief Probation Officer

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION PROCEDURE MANUAL**

TO: ALL STAFF PROCEDURE #: D-602

APPROVED BY: J. CHRISTOPHER HOPE REPLACES: 12/17/07
CHIEF PROBATION OFFICER ISSUED: 4/11/08

SUBJECT: JUVENILE DETENTION FORCE OPTIONS

I. PHILOSOPHY

The Probation Department will strive to maintain a home-like environment for youth housed in its Juvenile Detention facilities. To maintain an environment that is safe and conducive to learning, detention officers will guide and direct the behavior of detained youth by setting clear expectations, providing a structured environment, role-modeling appropriate behavior and appearance, acknowledging good behavior, and responding to inappropriate behavior in a fair, consistent, and progressive manner. Officers are expected to have ongoing interaction and communication with minors to help foster a home-like environment.

II. POLICY

Officers are expected to make every effort to avoid the use of physical interventions when working with youth in the Juvenile Detention facilities. All procedures related to supervision, control, and discipline of detained youth will comply with Title 15 and any relevant statutes. Officers are expected to use verbal intervention and de-escalation techniques, including those taught in Jireh Safe Management Principles and Techniques Training, to maintain appropriate control of the youth in the facility. When verbal intervention and de-escalation techniques fail or are inadequate to address an emergency situation, staff are authorized to use the more restrictive Force Options identified below to minimize the risk of injury to staff, youth, and others in the facility.

Force Options available to officers consist of Non-Physical Intervention options (less restrictive) and Physical Intervention options (more restrictive). The preferred Intervention options for addressing a youth's inappropriate or aggressive behavior include Presence, Verbal Dialogue/Interaction, and Verbal Commands. There may be situations, however, when these less restrictive Interventions are not appropriate or sufficient to control a youth's inappropriate or disruptive behavior. In such instances, Physical Interventions may be required. These intervention options include safe non-violent physical intervention techniques taught in Jireh Training, weaponless defense techniques, use of mechanical restraints, and use of chemical agents (O.C. spray). Intervention options may be used in an emergency situation in order to gain control of a youth when, in the judgment of the officer, it is necessary

based on the totality of the circumstances and the reasonableness of use in a given situation.

Force Options are only one component of the continuum of care of youth in custody. The continuum also encompasses teaching, modeling positive behavior, providing positive direction, addressing health, mental health and educational issues, and creating a culture in which positive behavior is fostered by all. When anti-social behavior occurs, such behavior is discouraged through a balanced application of counseling, accountability, and appropriate consequences. Intervention options are to be used at the least restrictive level appropriate to the circumstances and situation, and only after every other less restrictive intervention has been considered and/or exhausted.

Restoration

When Intervention options become necessary, it is critical to restore the youth back into the ongoing program environment, re-establishing relationships and using the crisis process as an opportunity for the youth to make positive changes. The officer and the youth will develop prevention strategies to identify root causes of inappropriate character, behavior, and the source of emotional pain.

Duty To Intervene

Detention Officers are expected to act professionally in their relationships with youth and other staff. If an officer observes another staff member using force in a manner or degree contrary to the department's Juvenile Detention Force Options Policy, the observing officer has a duty to intervene by:

- Stopping the inappropriate use of force;
- Reporting the inappropriate use of force immediately to their immediate supervisor and to the Duty Officer;
- Preparing an Incident Report detailing the incident.

III. PROCEDURE

A. REASONABLENESS IN USE OF FORCE OPTIONS

Case law determines 'reasonableness' by the totality of circumstances facing an officer, taking into account such factors as:

- Whether the youth posed an immediate threat to the safety of the officer or others,
- Whether the youth was actively resisting or attempting to evade control,
- The proximity of weapons to the youth,
- The influence of mental illness or drugs,
- The size and strength of the youth vs. the officer,
- Special physical abilities or conditions of the youth and/or officer, and
- The training and experience of the officer.

Building flexibility into an officer's decision-making on the appropriate use

of Force Options is an essential element of this policy. The standard for evaluating an officer's use of Force Options is the reasonableness of the use of an authorized option under the facts and circumstances known to the officer at the time.

In using any of the Force Options, once the officer has gained compliance, he/she shall re-evaluate the force necessary to maintain compliance. Just as an officer may immediately increase the level of Force Option when necessary, the officer must be just as cognizant of decreasing the level of Force Option as soon as the situation will allow.

B. USE OF PHYSICAL INTERVENTION OPTIONS

The use of Physical Intervention options is limited to emergency situations for:

- Protection of staff;
- Protection of detained youth or others;
- Overcoming resistance by a youth;
- Prevention of an escape;
- Prevention of property damage;
- Effecting an arrest.

Physical Intervention is justified only when no other alternative is available or effective. It is allowable only to the degree that is reasonable and necessary to regain or maintain compliance of the youth.

Whenever it is anticipated that Physical Intervention may be necessary to gain compliance, more than one staff should be present. Unless circumstances do not allow, additional officers should be summoned before initiating physical contact. An exception would be when an officer is alone and must defend himself/herself against an attack by a youth. Officers should exercise judgment in determining whether an emergency response radio call is required for assistance from additional staff.

C. WHEN INTERVENTIONS ARE NOT JUSTIFIED

Interventions may **never** be used as punishment. Corporal punishment *in any form* is forbidden. Interventions may not be used as a disciplinary tool – even in moderate amounts. Any physical force that could reasonably be interpreted by a neutral party as *battery* or *physical abuse* must be avoided.

D. USE OF FORCE OPTIONS

When Force Options are necessary in the judgment of an officer to achieve or maintain control, the least restrictive Force Option reasonable to the situation should be used. Officers shall make the determination as to the most appropriate level of Force Options necessary based on what is objectively reasonable to the situation and the officer can clearly articulate his/her decision for its use.

Officers are authorized to use **only** departmentally approved techniques of Physical Intervention. Departmentally approved techniques are those taught in Juvenile Institutions CORE training, Jireh Safe Management Principles and Techniques training, and departmental Weaponless Defense training.

Officers are prohibited from using any of the following types of physical interventions:

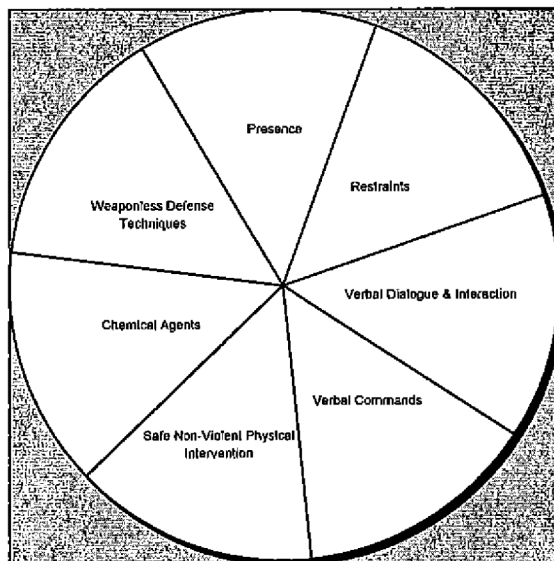
- Martial arts;
- Choke holds;
- Hogtying;
- Closed-hand strikes;
- Any techniques learned outside departmentally approved training.

If an officer uses Physical Intervention options, the youth shall be referred to the Medical Clinic for professional medical observation and/or treatment as soon as is practical. If Medical Clinic staff are unavailable, the youth shall be referred for professional medical observation and/or treatment at the San Joaquin County Hospital as soon as is practical. This will be documented in the Incident Report.

Juvenile Detention Force Options

Force Options available to staff include an array of Non-Physical and Physical Intervention techniques. The following graphic represents the authorized Force Options available to detention officers. It does not imply an escalation sequence. The officer shall make the determination as to the most appropriate level of Force Option(s) to be used based on the circumstances of the situation.

Juvenile Detention Force Options



The authorized Force Options available to officers are presented below in order from least to most restrictive. This does not imply a sequence of escalation to be used by officers, but does rank the available options by level of force.

Non-Physical Intervention Options (Less Restrictive)

1. Presence

- The mere presence of a detention officer is a form of force.
- An officer's non-verbal behavior will reinforce group control. An officer modeling appropriate appearance will have a positive influence on the youth.
- Utilize “command presence” when appropriate.

2. Verbal Dialogue/Interaction

The way an officer speaks with youth is a form of force. Dialogue can be used to make youth conform to the reasonable directives given by an officer.

Officers should always speak with youth, the public, and other staff in a professional manner. Making derogatory or demeaning comments or using profanity is **never** appropriate.

An officer who interacts positively with youth on a day-to-day basis may have additional influence with them when situations become tense. Effective interaction with youth is often the best preventative technique.

One of the best tools for avoiding physical confrontation is an officer’s skill level at *detecting* escalating tensions, and using verbal skills to *de-escalate* those tensions.

3. Verbal Commands

Verbal commands are a Non-Physical Force Option used to encourage individuals to conform to lawful orders given by an officer. These are directives given to youth in an effort to gain compliance. As situations begin to escalate, officers should attempt to use advice, warning, or persuasion to get the youth to calm down and follow directives.

Use verbal commands that are clear and concise and delivered with respect and authority.

Speak in a firm, calm, controlled voice when exercising group control.

Intervention Options (More Restrictive)

4. Safe Non-Violent Physical Intervention (Jireh Safe Management Principles and Techniques Training)

Safe non-violent physical intervention techniques are options that are appropriate when a youth has become physically out-of-control. These techniques include Evasion Techniques, Control Techniques, Self-Defense Releases, Wrist Grabs, Therapeutic Escorts, Passive Escorts, and Individual and Team Restraints as taught in Jireh training.

5. Mechanical Restraints

Mechanical Restraints may be used to subdue and control a violently struggling youth, provided less restrictive interventions have failed or are not practical in a given situation. Authorized mechanical restraints include handcuffs, waist chains, and leg restraints.

Department-issued handcuffs may be used, as a temporary measure only, to control violent, resistive, or threatening youth. Once the youth is secured, the handcuffs will be removed.

Restraints will be administered to restrict movement of a detained youth *only to the degree necessary to avoid violent behavior or escape*. Restraints will be affixed in a manner that will avoid undue discomfort or injury.

Use of mechanical restraints for any reason other than 1) routine transportation outside of the Juvenile Detention facility or 2) when ordered by the Juvenile Court for court appearances must be documented by means of an Incident Report. Restraints are to be removed once the youth has been safely secured. When mechanical restraints are used for any reason other than the two exceptions noted above, the Duty Officer is to be notified as soon as possible.

Per order of the Juvenile Court, a youth will only be placed in mechanical restraints for his/her initial appearance if ordered by the Juvenile Court prior to the appearance. After his/her initial court appearance, youth will only be placed in mechanical restraints for further Court appearances if the Court has made the determination that mechanical restraints are necessary for that youth and it has been ordered by the Court. The restraints will be applied on the youth in the Court/Transportation area just prior to the youth entering Court. Restraints will be removed upon completion of the Court Hearing prior to the youth returning to the housing unit

When mechanical restraints are used for other than the two exceptions noted above, the Incident Report shall:

- Identify the officer utilizing the restraints and specify the times that they were applied and subsequently removed;

- Document the circumstances leading to the application of restraints;

When a youth is physically restrained, he/she will be housed apart from other youth in order to protect him/her from abuse.

A youth in mechanical restraints is entitled to water and to use the bathroom, provided these needs can be met safely, without danger to the youth, officers, or other youth.

Youth in restraints will be under constant visual observation by an officer to ensure the restraints do not inhibit circulation or cause injury. The officer will ensure that the restrained youth will be able to exercise his/her extremities consistent with the need for safety of the youth, staff, and other youth.

Mechanical restraints shall **not** be applied as punishment, discipline, or as a substitution for treatment.

The use of the maximum restraint method is **strictly prohibited**. This method, also known as *hog tying*, involves handcuffing of hands and feet together behind the back, which can seriously, and even fatally, impair an individual's ability to breathe.

Each living unit will be supplied with sufficient handcuffs and handcuff cases for each assigned officer on duty. Only Department-issued handcuffs may be used.

Each officer shall wear his/her handcuffs on their duty belt throughout the shift. Handcuffs are only to be removed from their cases when necessary to restrain a minor.

At the beginning of each shift, the Unit shift leader will account for all handcuffs, handcuff cases, and keys on his/her unit and will document this on the unit shift log.

6. Weaponless Defense Techniques (Self-Defense Techniques)

Departmentally approved Weaponless Defense Techniques are Physical Intervention options which may be used in order to gain control of a violent and/or aggressive youth when, in the judgment of the officer, it is necessary based on evaluation of the current situation, other Force Options considered and/or used, and the reasonableness factors present. Once compliance has been achieved, officers shall re-evaluate the Force Options necessary to maintain compliance and reduce the level of force necessary when appropriate. In order to justify his/her decision to use Weaponless Defense Techniques, an officer must be able to clearly articulate the circumstances and his/her decision making process at the time of the incident. Departmentally approved Weaponless Defense Techniques of physical control and

restraint are those taught in Juvenile Institutions CORE training and in required departmental Weaponless Defense training.

7. Chemical Agents (O.C. Pepper Spray)

Possession and use of department issued O.C. spray is restricted to designated on-duty officers who have successfully completed departmentally approved training courses in 1) the use of O.C. spray, 2) CPR, and 3) First Aid.

Officers shall use only department-issued OC spray.

Officers shall not use department-issued O.C. spray while off duty.

Appropriate Use of O.C. Spray in Juvenile Detention

O.C. spray shall **not** be used as punishment, retaliation, or a disciplinary action.

O.C. may be used as a neutralizing force to control and restrain youth displaying violent behavior when such behavior presents a clear and present danger to that minor, other youth, or staff and in the officer's judgment, less restrictive Force Options are not sufficient to achieve compliance from a violent youth.

Before O.C. is utilized, consideration must be given to the gravity of the situation, the present danger of injury to persons and/or property, and possible consequences of use. Other available Physical Intervention options may be more appropriate in certain circumstances to achieve compliance from the youth.

Before O.C. is used, officers must give clear instructions to the youth regarding the expected behavior and a reasonable effort must be made to verbally persuade voluntary compliance. The youth will then be informed that O.C. spray will be used if voluntary compliance is not achieved.

The following precautions shall be strictly adhered to regarding application of O.C. spray:

- O.C. should not be used in the immediate vicinity of infants since their respiratory systems are extremely sensitive.
- Care should be given before use in windy conditions (e.g. outdoors or around fans).
- O.C. spray canisters are to be tested once per month by the designated Facility Supervisor to ensure that the canister has an adequate supply, and that the spray nozzle is clear.
- Care should be taken as to the mode of carrying the canister to preclude accidental discharge.
- When O.C. spray is used, care should be taken as to the proximity of other staff members and non-involved youth to minimize accidental over-spray.

Use of O.C. Spray:

- Note location of others and use appropriate caution to avoid contamination of bystanders and co-workers.
- Give the command, "STOP, OR I'LL SPRAY!" (Staff members in the immediate vicinity should step away).
- If the aggressive youth complies, do not deploy spray.
- If the aggressive youth does not comply, O.C. spray may be administered in short one second or less bursts, and only to the extent necessary to gain compliance.
- Continuous spraying or bursts of spray longer than one second are not authorized.

After Using O.C. Spray:

- The officer shall determine if it is necessary to restrain the youth based on his/her level of compliance.
- Move the youth to a decontamination area as soon as it is practical to do so.
- Notify the Duty Officer.
- Start the decontamination and aftercare procedure identified below.
- Notify Medical Clinic staff and request they provide an evaluation and any necessary treatment. When medical staff is not available, the youth must be transported to the Emergency Room at San Joaquin General Hospital for evaluation as soon as is practical after the decontamination process is complete.
- When a youth has been chemically restrained (sprayed with O.C.), he/she should be housed apart from other minors in order to protect him/her from abuse.

Decontamination and Aftercare Procedure:

- Tell the youth to calm down, relax, and try to breathe normally.
- As soon as reasonably possible, flush the face and contaminated areas with cold water.
- Remove all contaminated clothing and allow the youth to shower without soap. Do not apply any oil-based products
- Issue clean clothing.
- Issue clean bedding if contaminated.
- Closely monitor the youth for signs of physical or emotional distress requiring immediate Medical or Behavioral Health intervention.
- Clean all contaminated surfaces such as floors, counter tops, walls, mattresses, etc., thoroughly with soap and water.

- Vent the housing unit to the outside via the recreation yard door using fans when safe to do so.

E. DOCUMENTATION

Documenting And Reviewing The Use Of Physical Intervention Options

Any use of Physical Intervention options must be documented thoroughly and accurately by all staff involved in the incident as soon after it occurs as possible and **before** staff goes off shift unless physically unable to do so due to injury. An Incident Report shall be prepared detailing the circumstances of the incident, why Physical Intervention was necessary, and the names of any witnesses. The Report shall be reviewed by the Duty Officer and submitted to the Detention Deputy Chief Probation Officer for review with Assistant Deputy Chief Probation Officers and the Youth Advocate. A copy of the Incident Report and the Medical/Behavioral Health Referral Form will also be forwarded to the Clinic/Mental Health staff.

The Incident Report shall include the following:

- The date, time, location and circumstances of the incident that required use of any Physical Intervention option.
- The names of all persons involved in the incident.
- The names of all known witnesses to the incident.
- A description of how and why the Physical Intervention option was utilized and the response of the subject(s).
- A complete description of aftercare/decontamination procedures and/or medical referral/treatment.

The Duty Officer will review the incident report(s) and prepare a Use of Physical Interventions Response/Debriefing Report (Attachment A, Form D-602-1) prior to the end of the shift unless physically unable to do so due to injury. This report will be forwarded to the Detention Deputy Chief Probation Officer and JDFS/PUS assigned to the unit where the incident occurred. The JDFS/PUS assigned to that unit will conduct a debriefing with involved staff at the time of the staffs' next shift. This debriefing will include a synopsis of the event, an assessment of whether the situation could have been prevented or de-escalated prior to the necessity of using physical force, and whether other interventions could have been used to effectively respond to the situation. The Unit JDFS/PUS will document the debriefing and forward the Use Of Physical Interventions Response/ Debriefing Report to the Detention DCPO.

Juvenile Detention Managers and the Youth Advocate will review the use of Physical Intervention options in a timely fashion and will consider a range of issues, including:

- Were policies and procedures followed?
- Did policies and procedures cover this incident?
- Are there lessons learned or training points that should be shared with staff?

- Can the documentation and follow-up be defended in litigation?
- Are there any pending issues or injuries that require further follow-up?

Tracking and Reporting

Juvenile Detention managers will track all incidents involving the use of Physical Intervention options, using appropriate information systems tools to allow the identification of 1) trends, 2) the need for corrective action or training, and 3) to determine if departmental practices are adhering to departmental policy over time. Monthly written reports detailing and graphically depicting trends, year-to-year comparisons, policy compliance, and other relevant information on the use of Physical Intervention options will be provided to the Chief Probation Officer and the Assistant Chief Probation Officer by the Deputy Chief of Juvenile Detention. The Deputy Chief of Juvenile Detention will maintain copies of these monthly reports.

USE OF PHYSICAL INTERVENTIONS RESPONSE/ DEBRIEFING REPORT

The Juvenile Detention Duty Officer on duty when physical intervention options are used shall complete this form prior to the end of his/her shift. This report is to be forwarded to Detention DCPO and the JDFS/PUS assigned to the unit where the incident took place, if one of the following occurred (check all interventions used):

- Use of Safe Non-violent Physical Intervention Techniques
 Use of Mechanical Restraints
 Use of weaponless Defense Techniques
 Use of chemical agent (O.C. Spray)

Reporting Duty Officer's Name: _____ Date of Incident: _____

Youth Involved: _____ Staff member(s) Involved: _____

Probation # (If Applicable): _____ Crime Report # (If Applicable): _____

Agency/Officer's Name: _____

Location: _____ Restraints applied: _____ Time: _____

Clinic notified: _____ (Time) Restraints removed: _____ Time: _____

Behavioral Health: _____ (Time)

Decontamination: Time _____ By: _____

Provide circumstances and details of how Physical Intervention was used: _____

Reason: _____

DEBRIEFING

What, if any, preventative measures could have been taken in this situation? _____

What other interventions could have been used to effectively respond to the situation, if any? _____

Date of Debriefing _____

Name of JDFS/PUS in
charge of the Unit: _____

Clinic Clearance: Yes _____ No _____ Behavioral Health Referral made: Yes _____ No _____

Reporting Supervisor's Signature _____

Reviewing ADCPO's Signature _____

DISTRIBUTION: Assistant Chief Probation Officer
Detention Services Deputy Chief Probation Officer (original)
Reviewing Assistant Deputy Chief Probation Officer
Unit JDFS
PUS Field Training Officer

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-602

APPROVED BY: STEPHANIE L JAMES 
CHIEF PROBATION OFFICER

REPLACES: 04/11/08

ISSUE DATE: 5/2/2016

SUBJECT: JUVENILE DETENTION FORCE OPTIONS

POLICY

A. General Provisions

1. Force Options are only one component of the continuum of care of youth in custody. The continuum also encompasses teaching, modeling positive behavior, providing positive direction, addressing health, mental health and educational issues, and creating a culture in which positive behavior is fostered by all.
2. When anti-social behavior occurs, such behavior is discouraged through a balanced application of counseling, accountability, and appropriate consequences.
3. Officers are expected to make a reasonable effort to avoid the use of physical interventions when working with youth in the Juvenile Detention facilities. Efforts shall be made to achieve control through advice, warnings, and persuasion.
4. Officers are expected to use verbal intervention and de-escalation techniques to maintain appropriate control of the youth in the facility. When verbal intervention and de-escalation techniques fail or are inadequate to address an emergency situation, staff are authorized to use the more restrictive Force Options to minimize the risk of injury to staff, youth, and others in the facility or prevent significant property damage.
5. Physical interventions shall never be used as punishment, discipline, or retaliation.

B. Force Averted

1. Force averted is defined as when an officer uses verbal intervention and de-escalation techniques to diffuse a situation that otherwise would have resulted in the use of force.

2. These incidents shall be documented in an Incident Report in JJIS and explain the youth's actions and the officer's intervention.

C. Reasonableness in Use of Force Options

1. The use of force must be objectively reasonable under the circumstances. Case law determines "objective reasonableness" by the totality of circumstances facing an officer. Officers shall take into account such factors as:
 - a. Whether the youth posed an immediate threat to the safety of the officer or others
 - b. Whether the youth was actively resisting or attempting to evade control
 - c. Whether the youth was passively resistant after unsuccessful attempts to gain compliance
 - d. The proximity of weapons to the youth
 - e. The influence of mental illness or drugs
 - f. The size and strength of the youth
 - g. Special physical abilities or conditions of the youth and/or officer
 - h. The training and experience of the officer
 - i. The number of involved youth
 - j. The number and availability of staff to assist
 - k. The location of the incident
2. Building flexibility into an officer's decision-making on the appropriate use of force is an essential element of this policy. The standard for evaluating an officer's use of force is the reasonableness of the use of force under the facts and circumstances known to the officer at the time.
3. In using any of the Force Options, once the officer has gained compliance, he/she shall re-evaluate the force necessary to maintain compliance. Just as an officer may immediately increase the level of force when necessary, the officer must be just as cognizant of decreasing the level of force as soon as the situation will allow.

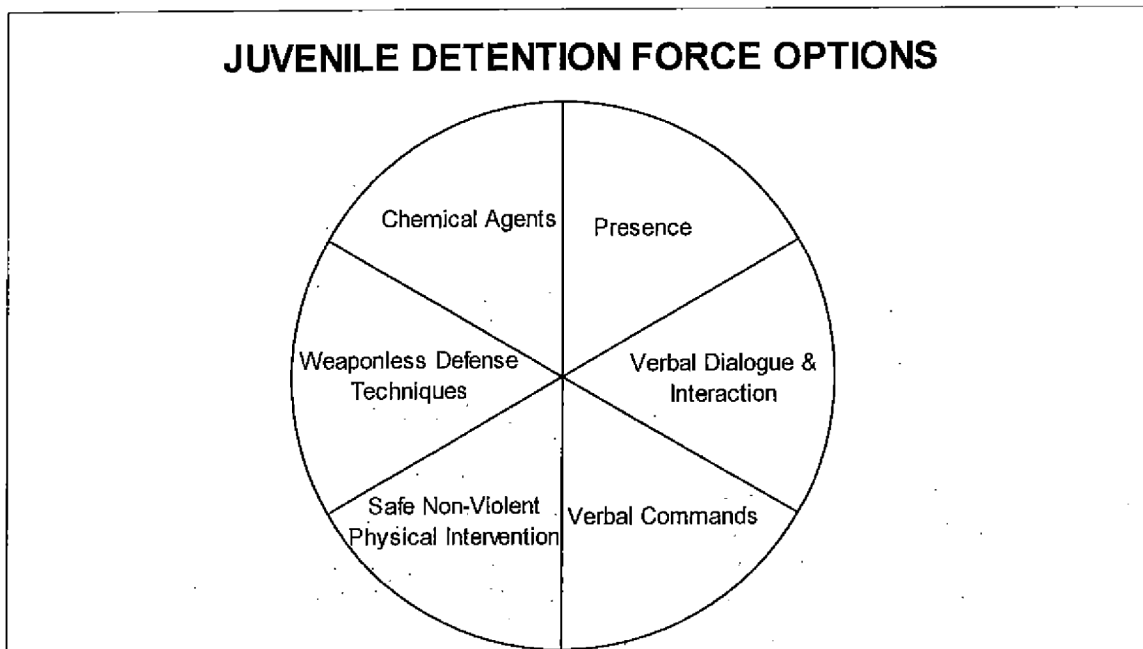
D. Duty to Intervene

1. If an officer observes another staff member using force in a manner or degree contrary to the Department's Juvenile Detention Force Options Policy, the observing officer has a duty to intervene by:
 - a. Stopping the inappropriate use of force;
 - b. Reporting the inappropriate use of force immediately to his/her supervisor and to the Duty Officer;
 - c. Preparing a memo detailing the incident.

PROCEDURES

A. Force Options

1. Force Options available to staff include an array of Non-Physical and Physical Intervention techniques. The following graphic represents the authorized Force Options available to detention officers. It does not imply an escalation sequence. The officer shall make the determination as to the most appropriate Force Option to be used based on the circumstances of the situation.



B. Non-Physical Intervention Options

1. Presence

- a. The mere presence of a Detention Officer is a form of control. Detention Officers are reminded that when they are identified as Detention Officers, they have an effect on controlling youth's actions.
- b. An officer's non-verbal behavior will reinforce group control. An officer displaying a professional demeanor will have a positive influence on the youth.
- c. An officer shall use "command presence." Command presence is presenting oneself as an authority figure. An officer should walk with his/her head up, eyes alert, expression intent, and portray an image that indicates he/she is in charge of the situation.

2. Verbal Dialogue/Interaction

- a. Verbal dialogue and interaction can be used to make youth conform to the reasonable directives given by an officer.
- b. Officers should always speak with youth, the public, and other staff in a professional manner. Making derogatory or demeaning comments or using profanity is **never** appropriate.
- c. One of the best tools for avoiding physical confrontation is an officer's skill level at detecting escalating tensions, and using verbal skills to de-escalate those tensions. As situations begin to escalate, officers should attempt to use advice, warning, or persuasion to get the youth to calm down and follow directives.

3. Verbal Commands

- a. Verbal commands are a Non-Physical Intervention used to encourage individuals to conform to lawful orders given by an officer. These are directives given to youth in an effort to gain compliance.
- b. An officer should use verbal commands that are clear, concise and delivered with respect and authority.
- c. An officer should speak in a firm, calm, controlled voice when exercising group control.

C. Physical Intervention Options

1. General Guidelines

- a. Guiding, directing, or escorting a youth is not considered physical intervention.

- b. Officers are authorized to use only departmentally approved techniques of physical intervention. Departmentally approved techniques are those taught in:
 - i. Jireh Safe Management Principles and Techniques training
 - ii. Departmental Weaponless Defense training
 - iii. Cell Extraction Training
- c. The use of Physical Intervention options is limited to emergency situations, such as:
 - i. Protection of staff
 - ii. Protection of youth or others
 - iii. Overcoming resistance
 - iv. Prevention of an escape
 - v. Prevention of property damage
- d. Physical Intervention Options shall be allowable only to the degree that is objectively reasonable and necessary to gain, regain, or maintain compliance of the youth.
- e. Whenever it is anticipated that Physical Intervention options may be necessary to gain compliance, more than one officer should be present. An exception would be when an officer is alone and must defend himself/herself against an attack by a youth. Officers should exercise judgment in determining whether an emergency response radio call is required for assistance from additional staff.
- f. Prior to using any Physical Intervention option, the officer shall pay special consideration to known medical conditions that would contraindicate certain types of force. Examples of these medical conditions would be:
 - i. Respiratory (breathing) difficulties
 - ii. Broken bones and/or injuries requiring a cast, brace, splint, or wrap
 - iii. Active profuse bleeding
 - iv. Seizure activity
 - v. History of recent surgery
 - vi. Pregnant youth
 - vii. Recent head trauma
- g. If an officer uses Physical Intervention options, the youth shall be referred to the Medical Clinic for professional medical observation and/or treatment as soon as practical. If Medical Clinic staff are unavailable, any youth claiming injury shall be transported to the San Joaquin County General Hospital.
- h. If an officer uses Physical Intervention options, Behavioral Health Services and the Youth Advocate shall be notified. Behavioral Health

Services should speak to the youth to ensure any psychological issues stemming from the incident are addressed. If Behavioral Health Services staff are unavailable, the Duty Officer shall contact the San Joaquin County Behavioral Crisis Unit at (209) 468-8686.

- i. If any Physical Intervention option is used with a youth, the officer shall closely monitor the youth for signs of physical or emotional distress requiring immediate medical or behavioral health intervention.

2. JIREH Techniques (Safe Non-Violent Physical Intervention)

Safe non-violent physical intervention techniques are options that are appropriate to de-escalate or contain a youth that has become a danger to himself/herself and/or others or becomes a security risk.

3. Weaponless Defense Techniques

Weaponless Defense Techniques are Physical Intervention options which may be used in order to gain control of a violent and/or aggressive youth.

4. Chemical Agents (O.C. Pepper Spray)

a. Use of Chemical Agents

- i. Chemical agents may be initiated as a neutralizing force to control and restrain youth displaying violent behavior when such behavior presents a clear and present danger to that youth, other youth, other persons, or staff.
- ii. Before Chemical Agents are initiated, consideration must be given to the gravity of the situation, the present danger of injury to persons and/or property, and possible consequences of use. Other available Physical Intervention options may be more appropriate in certain circumstances to achieve compliance from the youth.
- iii. The following precautions shall be strictly adhered to regarding the application of Chemical Agents:
 - (a) Chemical agents should not be deployed closer than 3 feet or farther than 10 feet from the intended target.
 - (b) Chemical agents should not be used in the immediate vicinity of infants.
 - (c) Care should be given before use in windy conditions (e.g. outdoors or around fans).
 - (d) At the beginning of each shift, the Juvenile Detention Unit Supervisor should ensure the

chemical agent canister has an adequate supply, and the spray nozzle is clear.

- iv. Before chemical agents are used, officers must give clear instructions to the youth regarding the expected behavior and a reasonable effort must be made to verbally persuade voluntary compliance. Officers shall give the command, "STOP OR I'LL SPRAY!"
 - v. If the aggressive youth complies, the officer shall not deploy the chemical agent.
 - vi. If the aggressive youth does not comply, the chemical agent may be administered in short bursts, to allow for staff to reassess the necessary level of force, and only to the extent necessary to gain compliance.
 - vii. Continuous spraying is not authorized.
- b. Decontamination and Aftercare Procedures
- i. The officer shall tell the youth to calm down, relax, and try to breathe normally.
 - ii. The officer shall move the youth to a decontamination area as soon as it is practical to do so.
 - iii. As soon as reasonably possible, the officer shall ensure the youth's face and contaminated areas are flushed with cold water.
 - iv. The officer shall assess if the youth should remove all contaminated clothing and shower. The shower shall be without soap and without any oil-based products.
 - v. The officer shall issue clean clothing, if warranted.
 - vi. The officer shall issue clean bedding, if contaminated.
 - vii. The officer shall make arrangements for all contaminated surfaces such as floors, counter tops, walls, mattresses, etc., to be thoroughly cleaned with soap and water.
 - viii. The officer shall vent the housing unit to the outside via the recreation yard door when safe to do so.

5. Mechanical Restraints

a. General Guidelines

- i. Mechanical restraints shall not be used as punishment, discipline, or as a substitute for treatment.
- ii. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.
- iii. Authorized mechanical restraints include handcuffs, waist chains, and leg restraints.
- iv. Physical restraints shall only be utilized when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.
- v. The use of restraints should not be used if known medical conditions would place the youth at risk when used. However, restraints may be used as a last resort if the officer is unable to gain compliance and the youth is a danger to him/herself or others. These medical conditions may include the following:
 - (a). Broken bones
 - (b). Orthopedic injuries requiring a cast, brace, splint or wrap
 - (c). Active profuse bleeding
 - (d). Seizure activity
 - (e). Respiratory (breathing) difficulties
 - (f). History of recent surgery
 - (g). Pregnancy (pregnant youth shall only be handcuffed with hands forward and never behind the back)

b. Use of Mechanical Restraints

Mechanical restraints may be used for the following reasons:

- i. For those youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property, or reveals the intent to cause self-inflicted physical harm.
- ii. To maintain control during an escort after a youth has been resistive, violent, or threatening. The restraints are to be removed once the youth has been safely secured.
- ii. During routine transportation outside of the Juvenile Detention facilities:
- iii. When ordered by the Juvenile Court for court appearances.
 - (a). If the Court/Transportation Juvenile Detention Unit Supervisor (JDUS) has knowledge or receives information that a youth may pose a danger to

himself/herself or others, the Court/Transportation JDUS will send an email to the Probation Department's Court Officer. The Court Officer shall advise the Court of the information, so that a determination can be made as to whether the youth shall be placed in mechanical restraints;

- (b). A youth will only be placed in mechanical restraints for his/her initial court appearance if ordered by the Juvenile Court prior to the appearance.
- (c). After his/her initial court appearance, a youth will only be placed in mechanical restraints for further Court appearances if the Court has made the determination that mechanical restraints are necessary for that youth and it has been ordered by the Court.
- (d). The restraints will be applied on the youth in the Court/Transportation area prior to the youth entering Court.
- (e). Restraints will be removed upon completion of the Court Hearing prior to the youth returning to the housing unit.

c. Procedures for Mechanical Restraints

- i. Restraints will be affixed in a manner that will avoid undue discomfort or injury. Officers shall check for proper fit and double-lock the restraints, when possible.
- ii. A youth in mechanical restraints is entitled to water and to use the bathroom, provided these needs can be met safely, without danger to the youth, officers, or other youth.
- iii. The officer will ensure that the restrained youth will be able to exercise his/her alternating extremities a minimum of ten (10) minutes every two hours.
- iv. When a youth is physically restrained, he/she will be housed alone or in a specified housing area for restrained youth in order to protect him/her from abuse.
- v. Youth in restraints will be under continuous direct visual observation by an officer to ensure the restraints do not inhibit circulation or cause injury.
- vi. The use of the maximum restraint method is **strictly prohibited**. This method, also known as "hog-tying," involves handcuffing of hands and feet together behind the

back, which can seriously, and even fatally, impair an individual's ability to breathe.

d. Continued Retention in Restraints

As a general practice, the San Joaquin County Probation Department does not continue to restrain a youth in mechanical restraints outside of the circumstances listed above. However, Title 15 does allow for the continued retention of a youth in restraints if it is necessary due to the safety of the youth or others. In the unlikely event this situation should occur, the following guidelines must be adhered to:

- i. The officer shall contact the Duty Officer for authorization for continued retention of a youth in restraints. The circumstances leading to the continued retention of restraints shall be documented in an Incident Report in JJIS and by completing a Use of Force Report.
- ii. The Duty Officer shall contact the Medical Clinic for an opinion on the placement and retention of restraints as soon as possible, but no later than two hours from the time the youth is placed in restraints.
- iii. The Duty Officer shall contact Behavioral Health Services for an assessment on the need for mental health treatment as soon as possible, but no later than four hours from the time the youth is placed in restraints.
- iv. Continuous direct visual supervision shall be conducted and documented to ensure the restraints are properly employed and to ensure the well-being of the youth. Observations of the youth's behavior and any staff interventions are to be documented every 15 minutes, with the actual time recorded.
- v. Reasons for continued retention in restraints shall be reviewed and documented every hour by the Duty Officer.
- vi. The youth will be medically cleared for continued retention in restraints at least every three hours after the initial medical review.

e. Use of Restraints on Pregnant Youth

- i. A youth shall not be shackled by the wrists, ankles, or both during labor, including during transport to a hospital, during delivery, and while in recovery after giving birth, unless deemed necessary for the safety and security of the youth, the staff, and the public.
- ii. Pregnant youth temporarily taken to a hospital outside the facility for the purpose of childbirth shall be transported in the

least restrictive way possible, consistent with the legitimate security needs of each youth.

D. Monitoring Youth for Medical Signs and Symptoms

1. When a youth has been mechanically restrained or a Physical Intervention Option has been utilized, staff shall watch the youth for the following medical signs and symptoms:
 - a. Physical Health Symptoms
 - i. Difficult or labored breathing
 - ii. Loss of consciousness
 - iii. Obvious signs of injury, especially profuse bleeding or obvious deformity of limbs, fingers, or bone
 - iv. Extensive bruising or swelling
 - v. Witnessed nausea or vomiting
 - b. Mental Health Symptoms
 - i. Extreme altered state of the youth's usual behavior, such as:
 - (a) Confusion as to a person, place, or time
 - (b) Extreme suspiciousness of people persecuting him/her or thoughts of people poisoning his/her food
 - (c) Unusual bizarre behavior
 - (d) Extreme intrusiveness (i.e., other people are putting thoughts in his/her head)
 - ii. Repeated verbal or physical threats to self and/or others and/or a plan for carrying out these threats.
 - iii. Extreme, unpredictable outbursts
2. If any of these signs or symptoms are observed, the officer shall immediately contact the Duty Officer and the Medical Clinic and/or Behavioral Health Services. If Medical Clinic staff and/or Behavioral Health Services staff are not available, the youth shall be transported to the San Joaquin County General Hospital and/or the San Joaquin County Behavioral Health Crisis Unit.
3. Cardiopulmonary resuscitation (CPR) equipment (rescue breathing masks) and an Automated External Defibrillator (AED) will be available on each unit.

E. Restoration

When Intervention Options become necessary, it is critical to restore the youth back into the ongoing program environment, re-establish relationships and use the crisis

process as an opportunity for the youth to make positive changes.

F. Documenting Physical Intervention Options

1. Whenever a Physical Intervention has been used on a youth, the Duty Officer shall immediately be notified.
2. The Duty Officer shall respond to the unit where the incident occurred and conduct a debriefing with the involved staff to gather pertinent information regarding officer involvement, assess staff and/or youth injuries, and ensure appropriate services have been provided.
3. If a youth claims injury, the Duty Officer shall interview the youth and ask how the injury was obtained (i.e., from the use of force, another youth, or self-injury).
4. The primary officer involved in the incident shall write an Incident Report in JJIS.
5. The Incident Report shall include the following:
 - a. The date, time and location of the incident that required the use of the Physical Intervention option.
 - b. A description of the assaultive/resistive behavior that justified the use of the Physical Intervention option.
 - c. A description of the officer's observations the youth and their actions.
 - d. A description of the Physical Intervention technique that was utilized.
 - e. A complete description of decontamination procedures.
 - f. The time the Medical Clinic, Behavioral Health Services, and the Youth Advocate were notified for an evaluation and/or treatment.
6. All officers present at the incident shall complete an Incident Report in JJIS as soon as possible after the Physical Intervention occurred. Officers may not leave work until the Incident Report has been completed, unless authorized by the Duty Officer and/or Detention Administration.
7. The Juvenile Detention Unit Supervisor of any officer responding to an incident shall review the Incident Report for thoroughness and completeness before it is saved in JJIS.
8. The JDUS of the unit where the incident occurs shall complete the Use of Force Clinic Staff Report (Attachment A), listing the names of the involved youth and whether the youth claim injury. Once the youth have been

medically cleared, the JDUS shall forward the completed Use of Force Clinic Staff Report to the Duty Officer.

9. The Duty Officer shall review all Incident Reports to ensure the resistive/assaultive behavior of the youth is thoroughly described.
10. The Duty Officer shall prepare a Use of Force Response Report (Attachment B) prior to the end of his/her shift, unless approved by Detention Administration.
11. The Duty Officer shall forward the Use of Force Response Report electronically to the Office Assistant Specialist assigned to Juvenile Detention. The Duty Officer shall also print a hard-copy of the Use of Force Response Report, attach the Use of Force Clinic Staff Report and forward to the Deputy Chief Probation Officer of Institutional Services.

G. Use of Force Review Committee

1. The Use of Force Review Committee is chaired by the Assistant Deputy Chief Probation Officer of Detention Administration and includes the DCPO of Institutional Services, the Assistant Deputy Chief of Operations, the Detention Training Officer, and the Youth Advocate.
2. The Use of Force Review Committee will meet on a weekly basis to review all incidents where Physical Intervention Options have been utilized.
3. The Use of Force Review Committee shall determine if the physical intervention was used as a result of a situation that was either escalating or spontaneous at its onset.
 - a. An escalating situation is an escalation between staff and a youth when the youth is displaying passive resistive behaviors and/or is failing to follow staff directives.
 - b. A spontaneous situation is where there has been no escalation between staff and the youth, but the staff must immediately respond to the youth's actions.
 - c. It is important to remind that when determining whether a situation was spontaneous or escalating, it refers to the interactions between staff and the youth and not interactions between the youth and other youth.
 - d. The Use of Force Review Committee evaluates the use of force incident and any follow-up training that needs to be provided.
4. The Assistant Deputy Chief Probation Officer of Detention Administration will be responsible for ensuring all required actions have been completed.

H. Tracking and Reporting

1. Juvenile Detention Administration will compile monthly written reports detailing trends, year-to-year comparisons, and other relevant information on the use of Physical Intervention Options.
2. The Office Assistant Specialist of Juvenile Detention will run a monthly report in JJIS for the number of incidents in which force was averted, which will be included on the Use of Force Summary Report.
3. The Use of Force Summary Report will be reviewed with the Chief Probation Officer and the Assistant Chief Probation Officer on a monthly basis.
4. The DCPO of Institutional Services will maintain copies of the monthly reports.

USE OF FORCE CLINIC STAFF REPORT

Reporting Duty Officer's Name: _____ Date/Time of Incident: _____
 Unit Occurred: _____ JDUS: _____

To Be Completed by Unit JDUS				To Be Completed by Clinic Staff		
Youth Involved <small>(Must be completed for each youth in which a Physical Intervention Option was used)</small>	OC Spray Y/N	Physical Y/N	Claim Injury Y/N	Time Youth Medically Cleared	Refuse Treatment Y/N	ER Recommended

Clinic Staff Signature: _____ Date: _____

Clinic Comments (Treatment provided to each youth including youth transported to E.R. if applicable and uninvolved youth treated for injuries or OC contamination.)

Attachment A

Revised 4/01/2011

USE OF FORCE RESPONSE REPORT

The Juvenile Detention Duty Officer on duty when physical intervention options are used shall complete this form prior to the end of his/her shift. This report is to be forwarded to the Detention DCPO.

Reporting Duty Officer's Name: _____ Date/Time of Incident: _____
 Unit Occurred: _____ JDUS: _____

Incident Report Review: (Please check all that apply)	
1. Have you received all applicable reports (IR, supplemental, review) from all identified staff involved or who have witnessed this incident, prior to their departure from work?	
2. Are all reports complete? (After reading the reports, do you have a clearer picture of what happened?)	
3. Do the incident reports thoroughly describe the events that led to the use of force?	
4. Were there any steps taken to avoid the need for force? <input type="checkbox"/> Verbal Commands <input type="checkbox"/> Cool-down period <input type="checkbox"/> Other (describe) _____	
5. Do the reports describe the assaultive/resistive behavior?	
6. Was the Use of Force objectively reasonable under the circumstances?	

Involved Staff: (Please complete for each staff who used a Physical Intervention Option)

Staff	Type of force	Why force used	Involved Youth	J #

Attachment B

Youth Name	ID #	Pregnant Y/N	Pending Adult Court Y/N	Mechanical Restraints Applied Y/N	Medically Cleared Y/N	If Decontaminated, Time	Claimed Injury Y/N

Time Medical Notified _____ Time Behavioral Services Health Notified _____
Youth Advocate Notified _____
If Applicable, Crime Report # _____ Agency/Officer's Name _____

Staff Injury: <i>(Please complete for each staff claiming injury)</i>					
Name	Medical Treatment Requested? Y/N	Accident/Injury Report Completed? Y/N	Employer's Report of Occupational Injury or Illness completed? Y/N	Worker's Compensation Claim Form completed? Y/N	Doctor's Physical restrictions given to injured staff? Y/N

Additional comments:

Attachment B

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-602

APPROVED BY: STEPHANIE L JAMES
CHIEF PROBATION OFFICER

REPLACES: 5/2/2016

ISSUE DATE: 6/16/2016

SUBJECT: JUVENILE DETENTION FORCE OPTIONS

POLICY

A. General Provisions

1. Force Options are only one component of the continuum of care of youth in custody. The continuum also encompasses teaching, modeling positive behavior, providing positive direction, addressing health, mental health and educational issues, and creating a culture in which positive behavior is fostered by all.
2. When anti-social behavior occurs, such behavior is discouraged through a balanced application of counseling, accountability, and appropriate consequences.
3. Officers are expected to make a reasonable effort to avoid the use of physical interventions when working with youth in the Juvenile Detention facilities. Efforts shall be made to achieve control through advice, warnings, and persuasion.
4. Officers are expected to use verbal intervention and de-escalation techniques to maintain appropriate control of the youth in the facility. When verbal intervention and de-escalation techniques fail or are inadequate to address an emergency situation, staff are authorized to use the more restrictive Force Options to minimize the risk of injury to staff, youth, and others in the facility or prevent significant property damage.
5. Physical interventions shall never be used as punishment, discipline, or retaliation.

B. Force Averted

1. Force averted is defined as when an officer uses verbal intervention and de-escalation techniques to diffuse a situation that otherwise would have resulted in the use of force.

2. These incidents shall be documented in an Incident Report in JJIS and explain the youth's actions and the officer's intervention.

C. Reasonableness in Use of Force Options

1. The use of force must be objectively reasonable under the circumstances. Case law determines "objective reasonableness" by the totality of circumstances facing an officer. Officers shall take into account such factors as:
 - a. Whether the youth posed an immediate threat to the safety of the officer or others
 - b. Whether the youth was actively resisting or attempting to evade control
 - c. Whether the youth was passively resistant after unsuccessful attempts to gain compliance
 - d. The proximity of weapons to the youth
 - e. The influence of mental illness or drugs
 - f. The size and strength of the youth
 - g. Special physical abilities or conditions of the youth and/or officer
 - h. The training and experience of the officer
 - i. The number of involved youth
 - j. The number and availability of staff to assist
 - k. The location of the incident
2. Building flexibility into an officer's decision-making on the appropriate use of force is an essential element of this policy. The standard for evaluating an officer's use of force is the reasonableness of the use of force under the facts and circumstances known to the officer at the time.
3. In using any of the Force Options, once the officer has gained compliance, he/she shall re-evaluate the force necessary to maintain compliance. Just as an officer may immediately increase the level of force when necessary, the officer must be just as cognizant of decreasing the level of force as soon as the situation will allow.

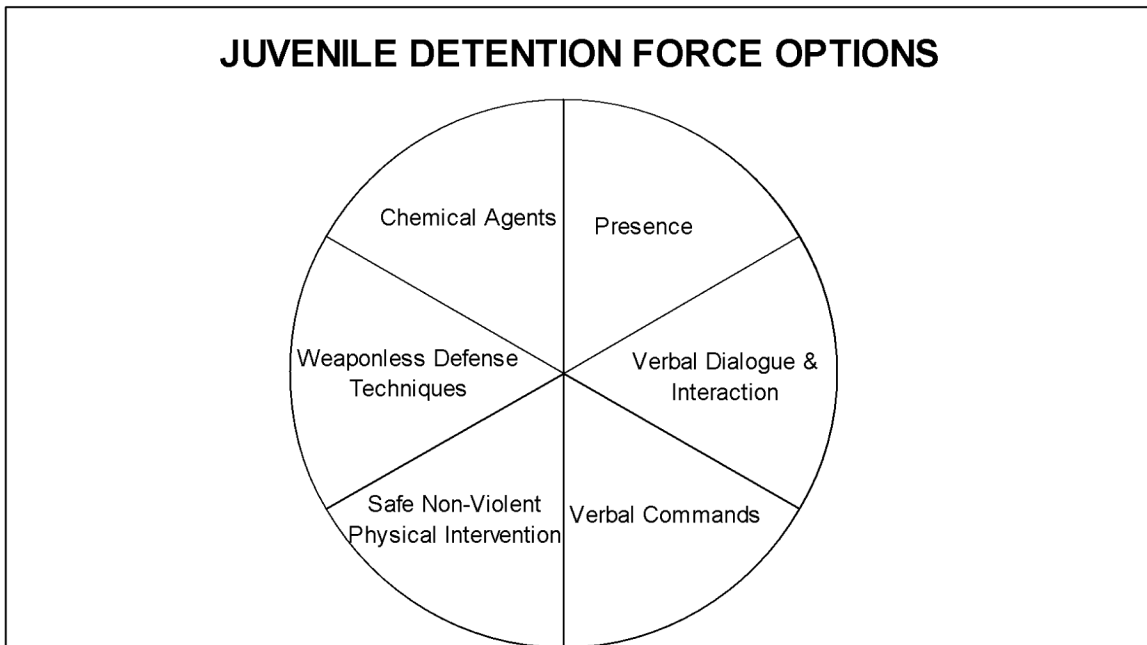
D. Duty to Intervene

1. If an officer observes another staff member using force in a manner or degree contrary to the Department's Juvenile Detention Force Options Policy, the observing officer has a duty to intervene by:
 - a. Stopping the inappropriate use of force;
 - b. Reporting the inappropriate use of force immediately to his/her supervisor and to the Duty Officer;
 - c. Preparing a memo detailing the incident.

PROCEDURES

A. Force Options

1. Force Options available to staff include an array of Non-Physical and Physical Intervention techniques. The following graphic represents the authorized Force Options available to detention officers. It does not imply an escalation sequence. The officer shall make the determination as to the most appropriate Force Option to be used based on the circumstances of the situation.



B. Non-Physical Intervention Options

1. Presence

- a. The mere presence of a Detention Officer is a form of control. Detention Officers are reminded that when they are identified as Detention Officers, they have an effect on controlling youth's actions.
- b. An officer's non-verbal behavior will reinforce group control. An officer displaying a professional demeanor will have a positive influence on the youth.
- c. An officer shall use "command presence." Command presence is presenting oneself as an authority figure. An officer should walk with his/her head up, eyes alert, expression intent, and portray an image that indicates he/she is in charge of the situation.

2. Verbal Dialogue/Interaction

- a. Verbal dialogue and interaction can be used to make youth conform to the reasonable directives given by an officer.
- b. Officers should always speak with youth, the public, and other staff in a professional manner. Making derogatory or demeaning comments or using profanity is **never** appropriate.
- c. One of the best tools for avoiding physical confrontation is an officer's skill level at detecting escalating tensions, and using verbal skills to de-escalate those tensions. As situations begin to escalate, officers should attempt to use advice, warning, or persuasion to get the youth to calm down and follow directives.

3. Verbal Commands

- a. Verbal commands are a Non-Physical Intervention used to encourage individuals to conform to lawful orders given by an officer. These are directives given to youth in an effort to gain compliance.
- b. An officer should use verbal commands that are clear, concise and delivered with respect and authority.
- c. An officer should speak in a firm, calm, controlled voice when exercising group control.

C. Physical Intervention Options

1. General Guidelines

- a. Guiding, directing, or escorting a youth is not considered physical intervention.

- b. Officers are authorized to use only departmentally approved techniques of physical intervention. Departmentally approved techniques are those taught in:
 - i. Jireh Safe Management Principles and Techniques training
 - ii. Departmental Weaponless Defense training
 - iii. Cell Extraction Training
- c. The use of Physical Intervention options is limited to emergency situations, such as:
 - i. Protection of staff
 - ii. Protection of youth or others
 - iii. Overcoming resistance
 - iv. Prevention of an escape
 - v. Prevention of property damage
- d. Physical Intervention Options shall be allowable only to the degree that is objectively reasonable and necessary to gain, regain, or maintain compliance of the youth.
- e. Whenever it is anticipated that Physical Intervention options may be necessary to gain compliance, more than one officer should be present. An exception would be when an officer is alone and must defend himself/herself against an attack by a youth. Officers should exercise judgment in determining whether an emergency response radio call is required for assistance from additional staff.
- f. Prior to using any Physical Intervention option, the officer shall pay special consideration to known medical conditions that would contraindicate certain types of force. Examples of these medical conditions would be:
 - i. Respiratory (breathing) difficulties
 - ii. Broken bones and/or injuries requiring a cast, brace, splint, or wrap
 - iii. Active profuse bleeding
 - iv. Seizure activity
 - v. History of recent surgery
 - vi. Pregnant youth
 - vii. Recent head trauma
- g. If an officer uses Physical Intervention options, the youth shall be referred to the Medical Clinic for professional medical observation and/or treatment as soon as practical. If Medical Clinic staff are unavailable, any youth claiming injury shall be transported to the San Joaquin County General Hospital.
- h. If an officer uses Physical Intervention options, Behavioral Health Services and the Youth Advocate shall be notified. Behavioral Health Services should speak to the youth to ensure any

psychological issues stemming from the incident are addressed. If Behavioral Health Services staff are unavailable, the Duty Officer shall contact the San Joaquin County Behavioral Crisis Unit at (209) 468-8686.

- i. If any Physical Intervention option is used with a youth, the officer shall closely monitor the youth for signs of physical or emotional distress requiring immediate medical or behavioral health intervention.
2. JIREH Techniques (Safe Non-Violent Physical Intervention)

Safe non-violent physical intervention techniques are options that are appropriate to de-escalate or contain a youth that has become a danger to himself/herself and/or others or becomes a security risk.

3. Weaponless Defense Techniques

Weaponless Defense Techniques are Physical Intervention options which may be used in order to gain control of a violent and/or aggressive youth.

4. Chemical Agents (O.C. Pepper Spray)

- a. Use of Chemical Agents

- i. Chemical agents may be initiated as a neutralizing force to control and restrain youth displaying violent behavior when such behavior presents a clear and present danger to that youth, other youth, other persons, or staff.
- ii. Before Chemical Agents are initiated, consideration must be given to the gravity of the situation, the present danger of injury to persons and/or property, and possible consequences of use. Other available Physical Intervention options may be more appropriate in certain circumstances to achieve compliance from the youth.
- iii. The following precautions shall be strictly adhered to regarding the application of Chemical Agents:
 - (a) Chemical agents should not be deployed closer than 3 feet or farther than 10 feet from the intended target.
 - (b) Chemical agents should not be used in the immediate vicinity of infants.
 - (c) Care should be given before use in windy conditions (e.g. outdoors or around fans).
 - (d) At the beginning of each shift, the Juvenile Detention Unit Supervisor should ensure the

chemical agent canister has an adequate supply, and the spray nozzle is clear.

- iv. Before chemical agents are used, officers must give clear instructions to the youth regarding the expected behavior and a reasonable effort must be made to verbally persuade voluntary compliance. Officers shall give the command, “STOP OR I’LL SPRAY!”
 - v. If the aggressive youth complies, the officer shall not deploy the chemical agent.
 - vi. If the aggressive youth does not comply, the chemical agent may be administered in short bursts, to allow for staff to reassess the necessary level of force, and only to the extent necessary to gain compliance.
 - vii. Continuous spraying is not authorized.
- b. Decontamination and Aftercare Procedures
- i. The officer shall tell the youth to calm down, relax, and try to breathe normally.
 - ii. The officer shall move the youth to a decontamination area as soon as it is practical to do so.
 - iii. As soon as reasonably possible, the officer shall ensure the youth’s face and contaminated areas are flushed with cold water.
 - iv. The officer shall assess if the youth should remove all contaminated clothing and shower. The shower shall be without soap and without any oil-based products.
 - v. The officer shall issue clean clothing, if warranted.
 - vi. The officer shall issue clean bedding, if contaminated.
 - vii. The officer shall make arrangements for all contaminated surfaces such as floors, counter tops, walls, mattresses, etc., to be thoroughly cleaned with soap and water.
 - viii. The officer shall vent the housing unit to the outside via the recreation yard door when safe to do so.

5. Mechanical Restraints

- a. General Guidelines

- i. Mechanical restraints shall not be used as punishment, discipline, or as a substitute for treatment.
- ii. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.
- iii. Authorized mechanical restraints include handcuffs, waist chains, and leg restraints.
- iv. Physical restraints shall only be utilized when it appears less restrictive alternatives would be ineffective in controlling the the disordered behavior.
- v. The use of restraints should not be used if known medical conditions would place the youth at risk when used. However, restraints may be used as a last resort if the officer is unable to gain compliance and the youth is a danger to him/herself or others. These medical conditions may include the following:
 - (a). Broken bones
 - (b). Orthopedic injuries requiring a cast, brace, splint or wrap
 - (c). Active profuse bleeding
 - (d). Seizure activity
 - (e). Respiratory (breathing) difficulties
 - (f). History of recent surgery
 - (g). Pregnancy (pregnant youth shall only be handcuffed with hands forward and never behind the back)

b. Use of Mechanical Restraints

Mechanical restraints may be used for the following reasons:

- i. To maintain control during an escort after a youth has been resistive, violent, or threatening. The restraints are to be removed once the youth has been safely secured.
- ii. During routine transportation outside of the Juvenile Detention facilities.
- iii. When ordered by the Juvenile Court for court appearances.
 - (a). If the Court/Transportation Juvenile Detention Unit Supervisor (JDUS) has knowledge or receives information that a youth may pose a danger to himself/herself or others, the Court/Transportation JDUS will send an email to the Probation Department's Court Officer. The Court Officer

shall advise the Court of the information, so that a determination can be made as to whether the youth shall be placed in mechanical restraints.

- (b). A youth will only be placed in mechanical restraints for his/her initial court appearance if ordered by the Juvenile Court prior to the appearance.
- (c). After his/her initial court appearance, a youth will only be placed in mechanical restraints for further Court appearances if the Court has made the determination that mechanical restraints are necessary for that youth and it has been ordered by the Court.
- (d). The restraints will be applied on the youth in the Court/Transportation area prior to the youth entering Court.
- (e). Restraints will be removed upon completion of the Court Hearing prior to the youth returning to the housing unit.

c. Procedures for Mechanical Restraints

- i. Restraints will be affixed in a manner that will avoid undue discomfort or injury. Officers shall check for proper fit and double-lock the restraints, when possible.
- ii. A youth in mechanical restraints is entitled to water and to use the bathroom, provided these needs can be met safely, without danger to the youth, officers, or other youth.
- iii. The officer will ensure that the restrained youth will be able to exercise his/her alternating extremities a minimum of ten (10) minutes every two hours.
- iv. When a youth is physically restrained, he/she will be housed alone or in a specified housing area for restrained youth in order to protect him/her from abuse.
- v. Youth in restraints will be under continuous direct visual observation by an officer to ensure the restraints do not inhibit circulation or cause injury.
- vi. The use of the maximum restraint method is **strictly prohibited**. This method, also known as “hog-tying,” involves handcuffing of hands and feet together behind the back, which can seriously, and even fatally, impair an individual's ability to breathe.

d. Initial or Continued Retention in Restraints

As a general practice, the San Joaquin County Probation Department does not continue to restrain a youth in mechanical restraints outside of the circumstances listed above. However, Title 15 does allow for the continued retention of a youth in restraints for those youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property, or reveals the intent to cause self-inflicted harm. In the unlikely event this situation should occur, the following guidelines must be adhered to:

- i. The officer shall contact the Duty Officer for authorization for continued retention of a youth in restraints. The circumstances leading to the continued retention of restraints shall be documented in an Incident Report in JJIS and by completing a Use of Force Report.
 - ii. The Duty Officer shall contact the Medical Clinic for an opinion on the placement and retention of restraints as soon as possible, but no later than two hours from the time the youth is placed in restraints.
 - iii. The Duty Officer shall contact Behavioral Health Services for an assessment on the need for mental health treatment as soon as possible, but no later than four hours from the time the youth is placed in restraints.
 - iv. Continuous direct visual supervision shall be conducted and documented to ensure the restraints are properly employed and to ensure the well-being of the youth. Observations of the youth's behavior and any staff interventions are to be documented every 15 minutes, with the actual time recorded.
 - v. Reasons for continued retention in restraints shall be reviewed and documented every hour by the Duty Officer.
 - vi. The youth will be medically cleared for continued retention in restraints at least every three hours after the initial medical review.
- e. Use of Restraints on Pregnant Youth
- i. A youth shall not be shackled by the wrists, ankles, or both during labor, including during transport to a hospital, during delivery, and while in recovery after giving birth, unless deemed necessary for the safety and security of the youth, the staff, and the public.
 - ii. Pregnant youth temporarily taken to a hospital outside the facility for the purpose of childbirth shall be transported in

the least restrictive way possible, consistent with the legitimate security needs of each youth.

D. Monitoring Youth for Medical Signs and Symptoms

1. When a youth has been mechanically restrained or a Physical Intervention Option has been utilized, staff shall watch the youth for the following medical signs and symptoms:
 - a. Physical Health Symptoms
 - i. Difficult or labored breathing
 - ii. Loss of consciousness
 - iii. Obvious signs of injury, especially profuse bleeding or obvious deformity of limbs, fingers, or bone
 - iv. Extensive bruising or swelling
 - v. Witnessed nausea or vomiting
 - b. Mental Health Symptoms
 - i. Extreme altered state of the youth's usual behavior, such as:
 - (a) Confusion as to a person, place, or time
 - (b) Extreme suspiciousness of people persecuting him/her or thoughts of people poisoning his/her food
 - (c) Unusual bizarre behavior
 - (d) Extreme intrusiveness (i.e., other people are putting thoughts in his/her head)
 - ii. Repeated verbal or physical threats to self and/or others and/or a plan for carrying out these threats.
 - iii. Extreme, unpredictable outbursts
2. If any of these signs or symptoms are observed, the officer shall immediately contact the Duty Officer and the Medical Clinic and/or Behavioral Health Services. If Medical Clinic staff and/or Behavioral Health Services staff are not available, the youth shall be transported to the San Joaquin County General Hospital and/or the San Joaquin County Behavioral Health Crisis Unit.
3. Cardiopulmonary resuscitation (CPR) equipment (rescue breathing masks) and an Automated External Defibrillator (AED) will be available on each unit.

E. Restoration

When Intervention Options become necessary, it is critical to restore the youth back into the ongoing program environment, re-establish relationships and use the

crisis process as an opportunity for the youth to make positive changes.

F. Documenting Physical Intervention Options

1. Whenever a Physical Intervention has been used on a youth, the Duty Officer shall immediately be notified.
2. The Duty Officer shall respond to the unit where the incident occurred and conduct a debriefing with the involved staff to gather pertinent information regarding officer involvement, assess staff and/or youth injuries, and ensure appropriate services have been provided.
3. If a youth claims injury, the Duty Officer shall interview the youth and ask how the injury was obtained (i.e., from the use of force, another youth, or self-injury).
4. The primary officer involved in the incident shall write an Incident Report in JJIS.
5. The Incident Report shall include the following:
 - a. The date, time and location of the incident that required the use of the Physical Intervention option.
 - b. A description of the assaultive/resistive behavior that justified the use of the Physical Intervention option.
 - c. A description of the officer's observations the youth and their actions.
 - d. A description of the Physical Intervention technique that was utilized.
 - e. A complete description of decontamination procedures.
 - f. The time the Medical Clinic, Behavioral Health Services, and the Youth Advocate were notified for an evaluation and/or treatment.
6. All officers present at the incident shall complete an Incident Report in JJIS as soon as possible after the Physical Intervention occurred. Officers may not leave work until the Incident Report has been completed, unless authorized by the Duty Officer and/or Detention Administration.
7. The Juvenile Detention Unit Supervisor of any officer responding to an incident shall review the Incident Report for thoroughness and completeness before it is saved in JJIS.
8. The JDUS of the unit where the incident occurs shall complete the Use of Force Clinic Staff Report (Attachment A), listing the names of the involved youth and whether the youth claim injury. Once the youth have

been medically cleared, the JDUS shall forward the completed Use of Force Clinic Staff Report to the Duty Officer.

9. The Duty Officer shall review all Incident Reports to ensure the resistive/assaultive behavior of the youth is thoroughly described.
10. The Duty Officer shall prepare a Use of Force Response Report (Attachment B) prior to the end of his/her shift, unless approved by Detention Administration.
11. The Duty Officer shall forward the Use of Force Response Report electronically to the Office Assistant Specialist assigned to Juvenile Detention. The Duty Officer shall also print a hard-copy of the Use of Force Response Report, attach the Use of Force Clinic Staff Report and forward to the Deputy Chief Probation Officer of Institutional Services.

G. Use of Force Review Committee

1. The Use of Force Review Committee is chaired by the Assistant Deputy Chief Probation Officer of Detention Administration and includes the DCPO of Institutional Services, the Assistant Deputy Chief of Operations, the Detention Training Officer, and the Youth Advocate.
2. The Use of Force Review Committee will meet on a weekly basis to review all incidents where Physical Intervention Options have been utilized.
3. The Use of Force Review Committee shall determine if the physical intervention was used as a result of a situation that was either escalating or spontaneous at its onset.
 - a. An escalating situation is an escalation between staff and a youth when the youth is displaying passive resistive behaviors and/or is failing to follow staff directives.
 - b. A spontaneous situation is where there has been no escalation between staff and the youth, but the staff must immediately respond to the youth's actions.
 - c. It is important to reminder that when determining whether a situation was spontaneous or escalating, it refers to the interactions between staff and the youth and not interactions between the youth and other youth.
 - d. The Use of Force Review Committee evaluates the use of force incident and any follow-up training that needs to be provided.
4. The Assistant Deputy Chief Probation Officer of Detention Administration will be responsible for ensuring all required actions have been completed.

H. Tracking and Reporting

1. Juvenile Detention Administration will compile monthly written reports detailing trends, year-to-year comparisons, and other relevant information on the use of Physical Intervention Options.
2. The Office Assistant Specialist of Juvenile Detention will run a monthly report in JJIS for the number of incidents in which force was averted, which will be included on the Use of Force Summary Report.
3. The Use of Force Summary Report will be reviewed with the Chief Probation Officer and the Assistant Chief Probation Officer on a monthly basis.
4. The DCPO of Institutional Services will maintain copies of the monthly reports.

**USE OF FORCE
CLINIC STAFF REPORT**

Reporting Duty Officer's Name: _____ Date/Time of Incident: _____
 Unit Occurred: _____ JDUS: _____

To Be Completed by Unit JDUS				To Be Completed by Clinic Staff		
Youth Involved <small>(Must be completed for each youth in which a Physical Intervention Option was used)</small>	OC Spray Y/N	Physical Y/N	Claim Injury Y/N	Time Youth Medically Cleared	Refuse Treatment Y/N	ER Recommended

Clinic Staff Signature: _____ Date: _____

Clinic Comments (Treatment provided to each youth including youth transported to E.R, if applicable and uninvolved youth treated for injuries or OC contamination.)

USE OF FORCE RESPONSE REPORT

The Juvenile Detention Duty Officer on duty when physical intervention options are used shall complete this form prior to the end of his/her shift. This report is to be forwarded to the Detention DCPO.

Reporting Duty Officer's Name: _____ Date/Time of Incident: _____
Unit Occurred: _____ JDUS: _____

Incident Report Review: <i>(Please check all that apply)</i>	
1. Have you received all applicable reports (IR, supplemental, review) from all identified staff involved or who have witnessed this incident, prior to their departure from work?	
2. Are all reports complete? <i>(After reading the reports, do you have a clearer picture of what happened?)</i>	
3. Do the incident reports thoroughly describe the events that led to the use of force?	
4. Were there any steps taken to avoid the need for force? <input type="checkbox"/> Verbal Commands <input type="checkbox"/> Cool-down period <input type="checkbox"/> Other <i>(describe)</i> _____	
5. Do the reports describe the assaultive/resistive behavior?	
6. Was the Use of Force objectively reasonable under the circumstances?	

Involved Staff: <i>(Please complete for each staff who used a Physical Intervention Option)</i>				
Staff	Type of force	Why force used	Involved Youth	J #

Attachment B

Youth Name	J#	Pregnant Y/N	Pending Adult court Y/N	Mechanical Restraints Applied Y/N	Medically Cleared Y/N	If Decontaminated, Time	Claimed Injury Y/N

Time Medical Notified _____ Time Behavioral Services Health Notified _____
Youth Advocate Notified _____
If Applicable, Crime Report # _____ Agency/Officer's Name _____

Staff Injury: (Please complete for each staff claiming injury)					
Name	Medical Treatment Requested? Y/N	Accident/Injury Report Completed? Y/N	Employer's Report of Occupational Injury or Illness completed? Y/N	Worker's Compensation Claim Form completed? Y/N	Doctor's Physical restrictions given to injured staff? Y/N

Additional comments:

Attachment B

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-602.1

APPROVED BY: STEPHANIE L JAMES
CHIEF PROBATION OFFICER

REPLACES: _____

ISSUE DATE: 9/1/02

SUBJECT: ROOM EXTRACTION

A room extraction is defined as the planned involuntary removal of a minor from his/her room, using the minimum force necessary to complete the extraction. There are two types of room extraction- chemical and physical.

All room extractions must be authorized and supervised by a Duty Officer.

Criteria:

A secure room extraction shall only be authorized when a minor's continued presence in a room constitutes one or more of the following:

- A credible threat to the safety of staff, the minor (self-harm), possession of a weapon, or a threat to the security of the institution.
- A potential for the serious destruction of property
- A credible interference with the operation of the facility.

All reasonable efforts shall be made to gain compliance prior to the use of force. The use of O.C. Spray, which gains the minor's compliance **prior** to the physical removal of the minor from the room, shall be considered a room extraction (chemical).

Prior to the use of force, special consideration shall be given to minors with identified medical conditions and minors who may not be able to understand directions based upon mental illness, language barrier, or other condition. Efforts shall be made to have Clinic staff available to render necessary medical attention unless a delay in the extraction could result in death or serious bodily injury.

- **ALL** room extractions shall be documented by incident report and emergency response form.
- The Duty Officer shall be responsible for ensuring that the incident is properly documented.
- All involved staff shall complete an incident report.

PROCEDURES

At a minimum, the extraction team shall consist of four (4) detention officers:

- The Duty Officer
- Three entry officers

If staffing permits, additional officers can be utilized for:

- Door Control (open room for entry team)
- O.C. Deployment (designated staff on standby to deploy O.C. on the Duty Officer's command)
- Equipment Officer (carries shackles and handcuffs, assists in application of restraints)

Extraction Team Members

Team members shall only include Juvenile Detention Officers. Teachers, volunteers, interns, and professional program staff shall not participate in extractions.

Juvenile Detention Officers who have completed the departmentally approved training shall constitute the extraction team. There may be emergency situations where detention staff may have to participate in extractions without previous training.

The Extraction Team shall consist of:

1. The Duty Officer
 - Acts as team leader
 - Directs the activity
 - Does not get involved in hands-on activity
2. Shield Officer
 - Responsible for leading the team into the room
 - Protects the rest of the team from minor's attempts to strike or kick
 - Issues directives to the minor
3. Leg Officer
 - Responsible for sweeping legs out from under minor
 - Contains the legs by placing them in a cross-control hold
 - Places shackles on minor's legs
4. Hands Officer
 - Responsible for gaining control of inmates hands
 - Places handcuffs on minor
 - Maintains control of minor's hands during extraction

Method of Extraction

1. Notification of Duty Officer
 - Responds to scene to evaluate the situation
 - Talks to minor in attempt to resolve the situation
 - Requests extraction team members to respond if needed (minor fails to comply)
 - Briefs extraction team regarding situation

2. Response of Extraction Team Members
 - Check to ensure that each member is properly equipped
 - Duty Officer gives each team member a specific assignment
 - Team lines up for entry
 - Entry begins
3. Entry into Room
 - Check foot positions and hands of front officer
 - Door is opened by non-entry member (or available unit staff)
 - If necessary, O.C. spray is deployed at Duty Officer's direction
4. Team enters in order
 - "Shield" officer pins minor against wall or floor
 - "Legs" officer sweeps minors legs, gains control
 - "Hands" officer gains control of minor's hands

Summary

Following all room extractions, the Duty Officer shall contact the Clinic staff (if they were not available for standby) and have the minor examined for any possible injuries. The Duty Officer is to ensure that the minor is decontaminated if O.C. spray has been deployed. The Duty Officer shall also contact Mental Health staff and request that the minor be evaluated. Finally, the Duty Officer shall conduct a de-briefing with extraction team staff and prepare an Emergency Response Report and Incident Report.

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-602.1

APPROVED BY: STEPHANIE L JAMES 
CHIEF PROBATION OFFICER

REPLACES: 9/1/2002

ISSUE DATE: 6/16/2016

SUBJECT: ROOM EXTRACTION

POLICY

A room extraction is defined as the planned involuntary removal of a youth from his/her room, using the minimum force necessary to complete the extraction. There are two types of room extraction- chemical and physical. **All room extractions must be authorized and supervised by a Duty Officer.**

PROCEDURES

A. Criteria

1. A secure room extraction shall only be authorized when a youth's continued presence in a room constitutes one or more of the following:
 - a. A credible threat to the safety of staff, the youth (self-harm), possession of a weapon, or a threat to the security of the institution.
 - b. A potential for the serious destruction of property
 - c. A credible interference with the operation of the facility.
2. All reasonable efforts shall be made to gain compliance prior to the use of force.

B. Room Extraction Guidelines

1. Staff shall try to persuade the offender to comply.
2. The ranking officer should contact Behavioral Health staff to give the disruptive youth an opportunity to speak to a specialist prior to the use of force, time permitting and when available.
3. Staff shall caution the youth that force will be used.
4. Staff shall inform youth of the consequences.

5. Staff may initiate the intervention if the youth refuses to comply.
6. The use of O.C. Spray, which gains the youth's compliance **prior** to the physical removal of the youth from the room, shall be considered a room extraction (chemical).
7. Prior to the use of force, special consideration shall be given to youth with identified medical conditions and youth who may not be able to understand directions based upon mental illness, language barrier, or other condition.
8. Efforts shall be made to have Clinic staff available to render necessary medical attention unless a delay in the extraction could result in death or serious bodily injury.
9. Members of the intervention team will be provided with the proper safeguards against exposure to youths' body fluids.

C. Documentation

1. **ALL** room extractions shall be documented by incident report and emergency response form.
2. The Duty Officer shall be responsible for ensuring that the incident is properly documented.
3. All involved staff shall complete an incident report prior to the end of the shift.
4. Video record the entire episode, (Document everything from briefing to de-briefing) if possible

D. Extraction Team Members

1. At a minimum, the extraction team shall consist of ~~four~~ five (5) detention officers and the team leader (Duty Officer):
 - a. The Duty Officer/ Team Leader
 - b. Five entry officers
 - c. An officer to video record
 - d. If staffing permits, additional officers can be utilized for:
 - i. Door Control (open room for entry team)
 - ii. O.C. Deployment (designated staff on standby to deploy O.C. on the Duty Officer's command)
 - iii. Equipment Officer (carries leg restraints ~~shackles~~ and handcuffs, assists in application of restraints)

2. Team members shall only include Juvenile Detention Officers. Teachers, volunteers, interns, and professional program staff shall not participate in extractions.
3. Juvenile Detention Officers who have completed the departmentally approved training shall constitute the extraction team.
4. There may be emergency situations where detention staff may have to participate in extractions without previous training or when the youth is a danger to them or others and an extraction may need to be performed quickly, with less than the minimum staff.

E. Roles of the Extraction Team

1. The Duty Officer
 - a. Acts as team leader, and should be the only person who speaks to the youth once a decision to use force is determined
 - b. Responsible for assigning individual responsibilities
 - c. Ensure that equipment is operational and available prior to the use of force
 - d. Conduct team member evaluation
 - e. Directs the activity from outside the room/cell.
 - f. Does not get involved in hands-on activity
2. Team member #1: Shield Officer (Point Officer/Assistant Team Leader)
 - a. Responsible for leading the team into the room
 - b. Responsible for physically restraining or pinning the youth with the shield
 - c. Is the only person who issues directives to the youth once the team enters the room
3. Team member #2:
 - a. Responsible for securing youth's right side arm
 - b. Must secure weapon if present in hand
 - c. Maintains control of youth's right side hand during extraction
4. Team member #3:
 - a. Responsible for securing youth's left side arm
 - b. May carry handcuffs
 - c. No one else carries handcuffs, is accountable for not using handcuffs as a weapon
 - d. Makes sure no equipment is left behind

5. Team member #4:
 - a. Responsible for securing youth's right side leg
 - b. When possible remove shoes, socks and other harmful objects
6. Team member #5:
 - a. Responsible for securing youth's left side leg
 - b. When possible remove shoes, socks and other harmful objects
 - c. May carry leg restraints
 - d. No one else carries leg restraints

F. Method of Extraction

1. Notification of Duty Officer
 - a. Responds to scene to evaluate the situation
 - b. Talks to youth in attempt to resolve the situation
 - c. Requests extraction team members to respond if needed (youth fails to comply)
 - d. Briefs extraction team regarding situation
2. Response of Extraction Team Members
 - a. Check to ensure that each member is properly equipped
 - b. Duty Officer gives each team member a specific assignment
 - c. Team lines up for entry
 - d. Entry begins
3. Entry into Room
 - a. Check foot positions and hands of front officer
 - b. Line up in front of the area to be entered team member #1 and then #2,#3, etc. as follows
 - c. Door is opened by non-entry member (or available unit staff)
 - d. If necessary, O.C. spray is deployed at Duty Officer's direction
4. Team enters in order
 - a. "Shield" officer pins youth against wall or floor
 - b. Team member #2: rolls off to the right, secures an arm
 - c. Team member #3: rolls off to the left, secures an arm
 - d. Team member #4: rolls off to the right, secures a leg
 - e. Team member #5: rolls off to the left, secures a leg
5. Applying Restraints

- a. When the youth is brought under control the staff in charge will inform the team to transition the youth to the floor if they are standing.
 - b. When physical control is complete the staff controlling the arms will apply handcuffs and report when they are secured.
 - c. Simultaneously or one limb at a time the staff controlling the legs will apply the leg restraints and report when they are secure.
6. Transport
- a. Team leader prepares the order to lift
 - b. Team leader must insure that there are no conflicting orders during transport
 - c. Team will carry the youth out in a horizontal position to limit their field of vision and make it easier to control and protect the youth
 - d. Team member closest to the door will exit first
 - e. Team will carry the youth to a cleared area where they may be examined by medical staff and/or searched for contraband and/or weapons.

G. Summary

1. Following all room extractions, the Duty Officer shall contact the Clinic staff (if they were not available for standby) and have the youth examined for any possible injuries.
2. The Duty Officer is to ensure that the youth is decontaminated if O.C. spray has been deployed.
3. The Duty Officer shall also contact Behavioral Health staff and request that the youth be evaluated (if they were not present).
4. Placement in a new room will require the room to be searched for contraband or weapons.
5. Placement in a new room will require team members to remove restraints and exit in reverse order they entered.
6. Assistant team leader (Shield Officer) will ensure that the youth is secured and under control and will order the youth to "lie down" until the team exits.
7. Video record a follow up statement from the Duty Officer and recap entire incident.
8. Include a statement from each team member and any injuries they may have incurred.
9. All staff involved will prepare an incident report.

10. Finally, the Duty Officer shall conduct a de-briefing with extraction team staff and prepare an Emergency Response Report and Incident Report.

SAN JOAQUIN COUNTY
JUVENILE DETENTION FACILITIES

YOUTH HANDBOOK



Welcome to the San Joaquin County Juvenile Detention Facilities

Revised 02/13/2018

SAN JOAQUIN000377

WHAT IS THE JUVENILE DETENTION FACILITY?

Juvenile Detention is a 179-bed facility used as a holding place for youth who have been accused of violating the law and are pending court proceedings or have been committed by order of the Court. Once you have arrived to the Juvenile Detention Facility and are booked in, your parent(s) and/or legal guardian(s) may be called to pick you up, or you may be admitted into the facility.

Camp Peterson is a 45-bed 360-day commitment facility that is ordered by the Court. Once a youth is accepted into the Camp program, he will be provided with a Youth Handbook that details the specific components and expectations of the program.

WHAT WILL HAPPEN WHEN I GO TO COURT?

If admitted into Juvenile Detention, you will be given a hearing date within 72 hours, not including weekends or holidays. At the Detention hearing, the judge will decide if you need to remain in Juvenile Detention pending your Court proceedings or if you can be released. The judge may order you to be on the Electronic Monitoring Program or on Home Supervision/House Arrest. At this hearing, the judge will read the charges that have been filed against you, and appoint you a public defender if you do not have an attorney. You may also be tried as an adult if you are 14 years of age or older for certain types of offenses.

Your next Court hearing will generally be the Jurisdictional Hearing. At the Jurisdictional Hearing, the judge will decide whether you were responsible for committing the offense or you may contest the matter and attend further Court hearings. If the charges are adjudicated, the judge may order that you meet with a Probation Officer who will develop a Social History Report, which will be used in deciding the disposition of your sustained offense(s). If the judge rules that you did not commit the offense, the Petition may be dismissed and you will be released from Juvenile Detention.

At the Dispositional Hearing, the judge will impose a disposition for the offense. These may include: being released from Juvenile Detention with or without formal probation supervision; being placed on Informal supervision for six-months; you may be detained in Juvenile Hall to serve a commitment, being committed to the Juvenile Camp program; being placed in another relative's home, a foster home, or a group home that may be either in California or out-of-state; or being ordered to serve a commitment at the California Division of Juvenile Justice (DJJ). If you are tried as an adult, you may be ordered to serve a commitment at a state operated facility.

If you are detained, you will have a legal right to access to your attorney, upon request. You will receive free postage for legal correspondence and free telephone access to your attorney.

In addition, the judge may also order other probation terms and conditions such as restitution to the victim, payment of fines and fees, completion of counseling programs, etc. All of these orders must be fulfilled before your wardship will be dismissed.

HOW WILL I BE TREATED?

San Joaquin County will insure that all youth within the facilities shall have fair and equal access to all available services, placement, care, treatment, benefits, and provides that no youth shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV or other physical illness status.

WHAT HAPPENS IF I STAY?

- Personal property will be stored in the property room for safekeeping.
- Money will be stored a separate safe.
- You will turn in your personal clothing and receive Juvenile Detention clothing to wear.

- You will be issued:
 - One (1) sweatshirt
 - One (1) canvas shirt and One(1) t-shirt
 - One (1) pair of socks and underwear
 - One (1) pair of pants
 - One (1) pair of shoes and One (1) pair of shower shoes
 - One (1) pair of pajamas

- A visual body search may be required for the safety and security of the facility.
- You will shower and wash your hair.
- You will be assigned to a housing unit based on several factors including but not limited to age, criminal history, current offense, sophistication and programming needs.
- If you are detained in Juvenile Hall to serve a commitment or you are being committed to Camp Peterson you will be provided with an approximate day of your release upon arrival to Unit 5 or Camp Peterson.
- All personal items will be returned to you when you are released.

WHAT WILL I EAT?

You will receive three (3) meals per day, plus an afternoon and evening snack. A menu is posted on each unit. If you are still hungry after you have eaten all your meal, you may request milk and cereal. Canteen is available on Friday evenings.

WHAT IF I GET SICK?

Medical Clinic and Behavioral Health Staff are housed at the Juvenile Detention Facilities. If you get sick, Juvenile Detention Staff will contact the medical Clinic. Juvenile Detention Staff will also contact Behavioral Health Services if they feel you are in need of their services. At any time, if you feel like you need to speak to someone from Medical or Behavioral Health, you may submit a slip and place it in the box provided on the housing unit. These slips are picked up daily.

WHAT IS MY DAILY SCHEDULE?

Monday, Tuesday, Wednesday, Thursday, Friday

6:15-7:00 a.m.	Wake up/Breakfast
7:00-7:30 a.m.	Hygiene
7:45-10:00 a.m.	School
10:00-10:15 a.m.	Break
10:15-12:30 p.m.	School
12:30-1:00 p.m.	Lunch
1:00-1:45 p.m.	Structured Recreation
2:00-2:30 p.m.	Shift Change
2:30-5:00 p.m.	CBT Classes/Structured Recreation/CLUB
5:00-5:45 p.m.	Dinner/Clean Up

5:45-7:30 p.m. Structured Activities/Recreation/ CBT Classes
 7:30-8:30 p.m. Make Your Day Review/Showers
 8:30 p.m. Bedtime
 8:30-9:30 p.m. Late Bedtime/Unit Clean Up/Facility Clean Up

Saturday and Sunday

6:00 a.m. Youth awakened/Beds are made
 6:30-8:00 a.m. Breakfast/Oral Hygiene
 8:00-10:00 a.m. Major clean up
 10:00-12:00 p.m. Structured Activities/Recreation/CBT
 12:00-1:00 p.m. Lunch/Oral Hygiene/Clean-up
 1:00-1:45 p.m. Structured Activities/Recreation/CBT
 2:00-2:30 p.m. Shift Change
 2:30-5:00 p.m. Structured Activities/Recreation/CBT/Religious Services (Sunday)
 5:00-5:45 p.m. Dinner/Clean-up
 5:45-7:30 p.m. Structured Activities/Recreation
 7:30-8:30 p.m. Make Your Day Review/Showers
 8:30 p.m. Bedtime
 8:30-9:30 p.m. Late Bedtime/Unit Clean-up/Facility Clean Up

WHAT ARE MY PROGRAMS?

SCHOOL

- The Juvenile Detention Facility provides school year round offered by the San Joaquin County Office of Education. You will earn credits just like you do in regular school and these credits will transfer with you when you are released. Attending school is mandatory. If you have any questions about the school program, please ask teachers or Detention staff.

RECREATION

- Planned activities, structured groups and free time are held after school, in the evenings, and on the weekends. You are expected to exercise at least one (1) hour per day, every day. During rainy days, you will be expected to exercise inside. You will have the opportunity for recreation and exercise a minimum of three hours a day during the week and five hours a day on Saturday, Sunday or other non-school days.

RELIGIOUS SERVICES

- Religious services will be offered at least once a week. Attending religious services is not mandatory. In the event services are cancelled, religious alternatives will be provided. Please advise Juvenile Detention staff if

you would like a religious service or to speak to someone from a religion that is not currently being offered and we will attempt to make these arrangements. If you choose not to participate in religious services, you will be allowed to participate in other program activities during this time.

- A Chaplain is available for you to speak to once a week. If you would like to speak to the Chaplain please fill out a request and place in the Youth Advocate box.

COUNSELING SERVICES

- Juvenile Detention staff are always available to talk with you regarding questions or problems you may have. Please let them know how they can help you. The Youth Advocate is available Monday through Friday for additional counseling services. You may complete the Youth Advocate request form and place it in the confidential box located on the unit labeled Youth Advocate Requests.
- Behavioral Health or Substance counseling is available upon request by completing the Healthcare Services request form and placing the completed form in the confidential box located on the unit labeled Healthcare Requests.
- Probation Officers are available Monday through Friday from 8:00 a.m. until 5:00 p.m. Please ask unit staff for assistance in contacting your Probation Officer.

PROGRAMMING/ACTIVITIES

- Cognitive Behavioral Training (CBT) will be offered to all youth after school and on weekends. Other programs are offered that address the needs of the youth.
- You will participate in various activities during your stay, which include arts and crafts, table games, video games, television, and have access to reading materials from our library, The Book Nook.

Additionally, there are special programs offered each month as well as various contests and sports competitions held throughout the facilities.

DETENTION FACILITY RULES

Rules have been established for the safety and welfare of both staff and youth. You must follow all staff instructions at all times.

UNIT EXPECTATIONS

Below is a list of rules that all youth must follow:

Follow staff requests	Follow dress code
Use appropriate language	Stay within assigned area
Respect your property	Participate in all programming
Maintain physical respect for others	Attend School
Respect other's property	No contraband
No gambling	No sagging
Loud or disruptive talking is not appropriate	No horseplay
No throwing or tossing of any material	Do not touch staff
No racial remarks	No gang talk
No profanity	No sexual gestures

- You must raise your hand for permission to leave your seat for any reason.
- No passing or trading food with other youth.

- Only one youth out of his/her seat at a time with permission from staff.
- Staff will assign seating.
- No talking during program, showers or movements.
- Walk with hands behind your back.

Room Rules:

1. Check your room for contraband upon receiving your room assignment.
2. DO NOT bang on anything in your room.
3. Nothing allowed on the vents, windows, floors, doors and lights.
4. No shoes are allowed in your rooms.
5. Only three (3) books, a Bible, certificates, Youth Handbook, and your court papers are allowed in your room.
6. Before leaving your room, your bedding must be folded and stacked neatly at the end of the bed.
7. You are responsible for the cleanliness of your room.
8. Flush your toilet and keep your sink clean.
9. You may have five (5) pictures of family and friends. You may have two (2) posters of appropriate content on the walls.

General Rules:

1. You may not have any sharp objects in your room or on your person.
2. Writing or scratching on walls, trays, clothing or furniture, along with tearing of clothes or bedding is considered "Destruction of County Property."
3. You may be assigned unit work. Be willing to do your part.
4. Tobacco and any illegal drugs are prohibited in the facility.
5. All movements will be made in a single file line with your hands behind your back.
6. Any gang activity such as signing, graffiti writing or talk will not be tolerated.
7. Any gang related material will be confiscated

Chores/Clean up

1. Youth will be assigned a work day for chores and general clean up.
2. Major clean up will occur during the weekend.

WHAT IF I AM NOT DOING WELL

The Juvenile Detention Officers will manage your behavior by utilizing the Behavior Management System (BMS) to determine if you are eligible for rewards or sanctions for your behavior each day. The following is a breakdown of the level violations:

Level 1 Violations

1. Refusal to follow staff directions/instructions (non-security issue)
2. Indirect swearing or minor disrespectful comments or tone of voice
3. Not cleaning up after self
4. Damaging one's property
5. Inappropriate dress or trading clothes
6. Being late for an activity or programming
7. Refusing to participate in activities
8. Exchanging food
9. Lying or cheating
10. Yelling/raising your voice at another person

11. Tauting or making fun of another person, non-physical horseplay

Level 1 Sanctions

You will receive the following consequence if you engage in a Level 1 violation:

- Failure to earn points
- Loss of privileges for 30 minutes

To help you think pro-socially and make better choices:

- *You will participate in all structured activities, including school, programming, and recreation.*

If it is a repeated Level 1 violation, you may have to complete a behavior contract to develop a plan to follow the rules.

If you continue the problematic behavior after redirection from staff, you will be considered for a Level 2 violation.

Level 2 Violations:

1. Cursing at another person, offensive remarks, or gestures (i.e. racial name calling, intimidation)
2. Being out of assigned area
3. Possession of contraband – pencils, pens, staples, paper clips, tobacco, gang indicia/writings, sexually explicit photographs, extra food, extra clothing, or extra bedding
4. Planting contraband on another resident
5. Verbally threatening
6. Refusing to participate in school or programming
7. Provoking a fight, gang gestures, comments, or signals
8. Gambling
9. Minor destruction of property (<\$150)

Level 2 Sanctions

You will receive the following consequence if you engage in a Level 2 violation:

- Loss of specific privilege (phone, specific activity, etc)
- Loss of all privileges (designated are during free-time)
- Additional chores
- Probation or court notified of behavior
- Suspension of canteen privilege

To help you think pro-socially and make better choices:

- *You will participate in all structured activities, including school, programming, and recreation.*

Additionally, you may have to complete a behavior contract to assist you in making better decisions.

If you continue the problematic behavior or failure to follow your assigned sanction, you will be conserved for a Level 3 violation.

Level 3 Violations:

1. Possessing serious contraband- weapons, prescription drugs, illegal drugs/alcohol, lighters, matches or sharp objects

2. Assault and battery on staff
3. Fighting or inciting/conspiring acts of violence
4. Major destruction of property (>\$150)
5. Escape (attempted)
6. Sexually acting out or inappropriate sexual gestures
7. Gassing of flooding room
8. Stealing/Possession of stolen property
9. Tampering with security equipment; false alarm, or disrupting attempts of staff to maintain safety in the facility

Level 3 Sanctions

You will receive one or a combination of the following consequence if you engage in one of the above Level 3 violations:

- Loss of privileges for 48 hours
- Filing of a new law violation on a petition or violation of probation
- Probation or Court notified of behavior
- Suspension of canteen privilege

WHAT IF I AM PROGRAMMING WELL?

Youth are eligible for a variety of incentives such as:

The Canteen:

The canteen is based on staff providing youth with points for engaging in pro-social behaviors. You earn canteen points for participating in all programming. The Canteen is available once per week, on Saturday, to any youth who is in "good standing" the day canteen is delivered. A youth in "good standing" is any youth who has made his/her day from Thursday through Wednesday, including attending school every day and has not engaged in any behavior violations (no level 2's, 3's or 4's) that would restrict the youth from making his/her current day.

Additionally, a youth must not have been involved in any level 4 behavior within the evaluation period.

Each youth will complete his/her canteen form and submit to the unit JDUS by 12:00 p.m. on Friday. Canteen will be delivered on Saturday evening.

You are also eligible for a weekly incentive based on your “made days” for one week. If you make seven (7) days in a row you may pick one of the following incentives:

- Video Game Time (30 minutes)
- Friday Movie with a Snack
- Picture with Family at Visiting

In addition to the above you also will receive 10 extra canteen points for making 7 days. Each day you make, you will receive one of the following:

- Three (3) Activity Sheets
- One (1) Bookmark
- Two (2) extra points for canteen

WHAT ARE ROOM CHECKS?

Room checks are completed two times a day. Detention Staff will look for the following:

1. Bedding folded neatly and on your mattress
2. No writing or carving on door, walls, or windows
3. Floor is to be clear of books, magazines, and papers
4. Books and magazines are to be spread out on your mattress
5. Toilet is flushed
6. Sink is clean
7. No contraband, (e.g. pencils, pens, markers, matches)

**** You will be held accountable for what is found in your room and consequences will be imposed.**

**** Any damage to your room must be reported at the time of your room assignment.**

WILL SOMEONE READ MY MAIL?

Detention Staff will scan and may withhold mail if it:

1. Encourages acts of criminal violence or physical harm to any one person or group of people
2. Advocates and/or plans for an escape
3. Contains or promotes gang activity
4. Contains contraband
5. Advocates and/or encourages racial or ethnic hatred

WHAT IS THE USE OF FORCE?

The Use of Force is options of non-physical and physical intervention techniques available to the Detention Officers.

Restraints may be used by Detention Officers when less restrictive alternatives are ineffective in controlling the behavior. Restraints include handcuffs, waist chains and ankle cuffs. In addition, restraints are also used when ordered by the Court.

O.C. PEPPER SPRAY

Detention Officers may use O.C. Pepper spray to:

1. Disperse fights and unit disturbances
2. Remove threatening or violent persons from rooms if other means fail
3. Personally defend against violent youth

WHAT ARE THE EFFECTS OF O.C. PEPPER SPRAY?

O.C. Pepper Spray will cause:

1. Swelling of mucous membranes (burning, runny nose)
2. Involuntary closing of eyes (burning of eyes)
3. Gagging, coughing, shortness of breath
4. An intense feeling of burning on exposed skin

Although the physical effects of O.C. Pepper Spray are very uncomfortable and can last up to one hour, the effects are temporary with no lasting effects to skin, eyes, or lungs.

HOW CAN I AVOID BEING SPRAYED?

Whenever a Detention Officer announces an emergency, or declares his/her intent to use O.C. Pepper Spray, you **MUST** always remember to follow staff instructions:

1. Lay on the ground with arms crossed behind your back and head down.
2. Remain seated with arms crossed and head down.

Failure to follow staff instructions may result in you being sprayed.

Decontamination:

1. All exposed youth will be provided with cool running water and a shower to clean the affected area
2. You will be seen by medical staff for clearance
3. Detention Officers will provide clean clothing, if necessary

WHAT DO I DO IF THERE IS AN EMERGENCY?

If there is an emergency on the housing unit such as a fire, flood, etc. and the unit needs to be evacuated please be quiet, don't panic, and listen carefully to the staff for instructions on what to do and where to go.

WHO MAY VISIT ME?

Only the following people are allowed to have regular visits with the youth detained in the Juvenile Detention Facility:

1. Parents, grandparents, foster parents, legal guardians, or persons standing in loco parentis (as determined by the Probation Officer or the Court)
2. The child of the youth, who must be accompanied by one of the above
3. Siblings of the youth, who are five years of age or younger
4. Visitors under the age of five must be constantly supervised by the approved visitor. If the child is not able to behave during the visit, the visit may have to be terminated

SCHEDULING OF VISITS

1. Parents, grandparents, foster parents, legal guardians or persons standing in loco parentis may schedule a visit up to one week in advance by telephoning visiting staff at (209) 468-5244 between the hours of 1:00 p.m. and 8 p.m. on Tuesday, Wednesday, Thursday, Saturday, or Sunday
2. If a message is left by an eligible visitor, that information will be recorded on the Incoming Message Log to Schedule Visits. The Visiting Detention Officer will make a minimum of three (3) attempts of telephone contact with person to schedule the visit. These attempts will be documented in the Visiting Log

VISITING SCHEDULE

Visiting days and hours are as follows:

		ARE TELEPHONE CALLS ALLOWED?	
Sunday	Juvenile Hall –	2:30 p.m., 3:15 p.m., 4:00 p.m.,	<ol style="list-style-type: none"> 1. When you first arrive at Juvenile Hall, you will be given one (1) free phone call to your parent(s) or legal guardian(s). 2. You may also call your lawyer or employer for free. 3. If you have a block on your phone, Detention Officers will provide you with one free (5) minute phone call per week. 4. Making threatening or abusive telephone calls is not acceptable and will result in the loss of your telephone privileges. 5. All living units are equipped with telephones. You will be allowed to make collect calls with approval from Detention Officers.
	General Population	5:00 p.m.	
	Juvenile Hall –	5:45 p.m., 6:30 p.m., 7:15 p.m.	
	Restricted Youth		
Monday	Camp Visiting	6:00 p.m.- 8:00 p.m.	
Tuesday	Juvenile Hall –	5:00 p.m. 5:45 p.m., 6:30 p.m.,	
	General Population	7:15 pm	
	Juvenile Hall –		
	Restricted Youth	2:45 p.m., 3:30 p.m., 4:15 p.m.	
Wednesday	Juvenile Hall –	5:00 p.m., 5:45 p.m., 6:30 p.m.,	
	General Population	7:15 p.m.	
	Juvenile Hall –		
	Restricted Youth	2:45 p.m., 3:30 p.m., 4:15 p.m.	
Thursday	Juvenile Hall –	2:45 p.m., 3:30 p.m., 4:15 p.m.,	
	General Population	5:00 p.m.	
	Juvenile Hall –	5:45 p.m., 6:30 p.m., 7:15 p.m.	
	Restricted Youth		
Friday	No Visiting		
Saturday	Juvenile Hall –	5:00 p.m., 5:45 p.m., 6:30 p.m.,	
	General Population	7:15 p.m.	
	Juvenile Hall –		
	Restricted Youth	2:30 p.m., 3:15 p.m., 4:00 p.m.	

WHAT IS THE GRIEVANCE PROCEDURE?

If you are experiencing a problem while at Juvenile Hall, and you feel you are not getting the problem solved through your Juvenile Detention Unit Supervisor (JDUS), you may choose to use the following procedure to explain your problem to the Youth Advocate.

1. If you feel you are being mistreated, abused, or denied basic rights, you should first discuss the situation with the Unit Staff or Facility Supervisor
2. If your grievance cannot be resolved, you may complete a written grievance and submit to the Youth Advocate
3. You may seek aid or advice from the Public Defender, a Private Attorney, or a Probation Officer

WHAT HAPPENS WHEN I GET RELEASED?

1. The Judge and/or a Probation Officer will decide the day and time you are released
2. Your personal property and money will be returned to you unless the Court places a hold on your property
3. Your parent(s) or legal guardian(s) will be asked to sign that you have received your valuables and clothes

4. Take all your court documents and be aware of any returning court dates

The San Joaquin County Probation Department is committed to maintaining an environment free from sexual abuse and sexual harassment of youth in its facility. There is ZERO TOLERANCE for anyone engaged in any form of sexual abuse or sexual harassment of youth. Sexual abuse and sexual harassment of youth is prohibited by Federal and State Law.

The San Joaquin County Probation Department participates in the U.S. Department of Agriculture (USDA) School Nutrition Program. The USDA prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-602

APPROVED BY: STEPHANIE L JAMES
CHIEF PROBATION OFFICER

REPLACES: 6/16/2016

ISSUE DATE: 1/23/2018

SUBJECT: JUVENILE DETENTION FORCE OPTIONS

POLICY

A. General Provisions

1. Force Options are only one component of the continuum of care of youth in custody. The continuum also encompasses teaching, modeling positive behavior, providing positive direction, addressing health, mental health and educational issues, and creating a culture in which positive behavior is fostered by all.
2. When anti-social behavior occurs, such behavior is discouraged through a balanced application of counseling, accountability, and appropriate consequences.
3. Officers are expected to make a reasonable effort to avoid the use of physical interventions when working with youth in the Juvenile Detention facilities. Efforts shall be made to achieve control through advice, warnings, and persuasion.
4. Officers are expected to use verbal intervention and de-escalation techniques to maintain appropriate control of the youth in the facility. When verbal intervention and de-escalation techniques fail or are inadequate to address an emergency situation, staff are authorized to use the more restrictive Force Options to minimize the risk of injury to staff, youth, and others in the facility or prevent significant property damage.
5. Physical interventions shall never be used as punishment, discipline, or retaliation.

B. Force Averted

1. Force averted is defined as when an officer uses verbal intervention and de-escalation techniques to diffuse a situation that otherwise would have resulted in the use of force.
2. These incidents shall be documented in an Incident Report in JJIS and explain the youth's actions and the officer's intervention.

C. Reasonableness in Use of Force Options

1. The use of force must be objectively reasonable under the circumstances. Case law determines "objective reasonableness" by the totality of circumstances facing an officer. Officers shall take into account such factors as:

- a. Whether the youth posed an immediate threat to the safety of the officer or others
 - b. Whether the youth was actively resisting or attempting to evade control
 - c. Whether the youth was passively resistant after unsuccessful attempts to gain compliance
 - d. The proximity of weapons to the youth
 - e. The influence of mental illness or drugs
 - f. The size and strength of the youth
 - g. Special physical abilities or conditions of the youth and/or officer
 - h. The training and experience of the officer
 - i. The number of involved youth
 - j. The number and availability of staff to assist
 - k. The location of the incident
2. Building flexibility into an officer's decision-making on the appropriate use of force is an essential element of this policy. The standard for evaluating an officer's use of force is the reasonableness of the use of force under the facts and circumstances known to the officer at the time.
 3. In using any of the Force Options, once the officer has gained compliance, he/she shall re-evaluate the force necessary to maintain compliance. Just as an officer may immediately increase the level of force when necessary, the officer must be just as cognizant of decreasing the level of force as soon as the situation will allow.

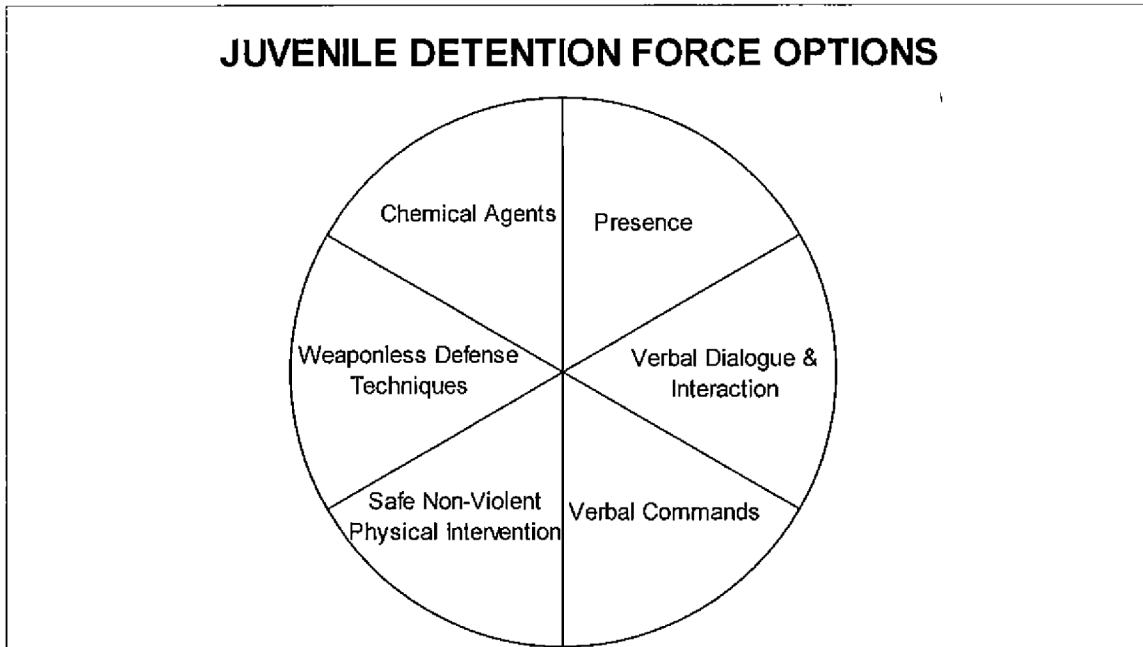
D. Duty to Intervene

1. If an officer observes another staff member using force in a manner or degree contrary to the Department's Juvenile Detention Force Options Policy, the observing officer has a duty to intervene by:
 - a. Stopping the inappropriate use of force;
 - b. Reporting the inappropriate use of force immediately to his/her supervisor and to the Duty Officer;
 - c. Preparing a memo detailing the incident.

PROCEDURES

A. Force Options

1. Force Options available to staff include an array of Non-Physical and Physical Intervention techniques. The following graphic represents the authorized Force Options available to detention officers. It does not imply an escalation sequence. The officer shall make the determination as to the most appropriate Force Option to be used based on the circumstances of the situation.



B. Non-Physical Intervention Options

1. Presence

- a. The mere presence of a Detention Officer is a form of control. Detention Officers are reminded that when they are identified as Detention Officers, they have an effect on controlling youth's actions.
- b. An officer's non-verbal behavior will reinforce group control. An officer displaying a professional demeanor will have a positive influence on the youth.
- c. An officer shall use "command presence." Command presence is presenting oneself as an authority figure. An officer should walk with his/her head up, eyes alert, expression intent, and portray an image that indicates he/she is in charge of the situation.

2. Verbal Dialogue/Interaction

- a. Verbal dialogue and interaction can be used to make youth conform to the reasonable directives given by an officer.
- b. Officers should always speak with youth, the public, and other staff in a professional manner. Making derogatory or demeaning comments or using profanity is **never** appropriate.
- c. One of the best tools for avoiding physical confrontation is an officer's skill level at detecting escalating tensions, and using verbal skills to de-escalate those tensions. As situations begin to escalate, officers should attempt to use advice, warning, or persuasion to get the youth to calm down and follow directives.

3. Verbal Commands

- a. Verbal commands are a Non-Physical Intervention used to encourage individuals to conform to lawful orders given by an officer. These are directives given to youth in an effort to gain compliance.
- b. An officer should use verbal commands that are clear, concise and delivered with respect and authority.
- c. An officer should speak in a firm, calm, controlled voice when exercising group control.

C. Physical Intervention Options

1. General Guidelines

- a. Guiding, directing, or escorting a youth is not considered physical intervention.
- b. Officers are authorized to use only departmentally approved techniques of physical intervention. Departmentally approved techniques are those taught in:
 - i. Jireh Safe Management Principles and Techniques training
 - ii. Departmental Weaponless Defense training
 - iii. Cell Extraction Training
- c. The use of Physical Intervention options is limited to emergency situations, such as:
 - i. Protection of staff
 - ii. Protection of youth or others
 - iii. Overcoming resistance
 - iv. Prevention of an escape
 - v. Prevention of property damage
- d. Physical Intervention Options shall be allowable only to the degree that is objectively reasonable and necessary to gain, regain, or maintain compliance of the youth.

- e. Whenever it is anticipated that Physical Intervention options may be necessary to gain compliance, more than one officer should be present. An exception would be when an officer is alone and must defend himself/herself against an attack by a youth. Officers should exercise judgment in determining whether an emergency response radio call is required for assistance from additional staff.
 - f. Prior to using any Physical Intervention option, the officer shall pay special consideration to known medical conditions that would contraindicate certain types of force. Examples of these medical conditions would be:
 - i. Respiratory (breathing) difficulties
 - ii. Broken bones and/or injuries requiring a cast, brace, splint, or wrap
 - iii. Active profuse bleeding
 - iv. Seizure activity
 - v. History of recent surgery
 - vi. Pregnant youth
 - vii. Recent head trauma
 - g. If an officer uses Physical Intervention options, the youth shall be referred to the Medical Clinic for professional medical observation and/or treatment as soon as practical. If Medical Clinic staff are unavailable, any youth claiming injury shall be transported to the San Joaquin County General Hospital.
 - h. If an officer uses Physical Intervention options, Behavioral Health Services and the Youth Advocate shall be notified. Behavioral Health Services should speak to the youth to ensure any psychological issues stemming from the incident are addressed. If Behavioral Health Services staff are unavailable, the Duty Officer shall contact the San Joaquin County Behavioral Crisis Unit at (209) 468-8686.
 - i. If any Physical Intervention option is used with a youth, the officer shall closely monitor the youth for signs of physical or emotional distress requiring immediate medical or behavioral health intervention.
2. JIREH Techniques (Safe Non-Violent Physical Intervention)
- Safe non-violent physical intervention techniques are options that are appropriate to de-escalate or contain a youth that has become a danger to himself/herself and/or others or becomes a security risk.
3. Weaponless Defense Techniques
- Weaponless Defense Techniques are Physical Intervention options which may be used in order to gain control of a violent and/or aggressive youth.
4. Chemical Agents (O.C. Pepper Spray)
- a. Use of Chemical Agents
 - i. Chemical agents may be initiated as a neutralizing force to control and restrain youth displaying violent behavior when such behavior presents a

clear and present danger to that youth, other youth, other persons, or staff.

- ii. Before Chemical Agents are initiated, consideration must be given to the gravity of the situation, the present danger of injury to persons and/or property, and possible consequences of use. Other available Physical Intervention options may be more appropriate in certain circumstances to achieve compliance from the youth.
 - iii. The following precautions shall be strictly adhered to regarding the application of Chemical Agents:
 - a) Chemical agents should not be deployed closer than 3 feet or farther than 10 feet from the intended target.
 - b) Chemical agents should not be used in the immediate vicinity of infants.
 - c) Care should be given before use in windy conditions (e.g. outdoors or around fans).
 - d) At the beginning of each shift, the Juvenile Detention Unit Supervisor should ensure the chemical agent canister has an adequate supply, and the spray nozzle is clear.
 - iv. Before chemical agents are used, officers must give clear instructions to the youth regarding the expected behavior and a reasonable effort must be made to verbally persuade voluntary compliance. Officers shall give the command, "STOP OR I'LL SPRAY!"
 - v. If the aggressive youth complies, the officer shall not deploy the chemical agent.
 - vi. If the aggressive youth does not comply, the chemical agent may be administered in short bursts, to allow for staff to reassess the necessary level of force, and only to the extent necessary to gain compliance.
 - vii. Continuous spraying is not authorized.
- b. Decontamination and Aftercare Procedures
- i. The officer shall tell the youth to calm down, relax, and try to breathe normally.
 - ii. The officer shall move the youth to a decontamination area as soon as it is practical to do so.
 - iii. As soon as reasonably possible, the officer shall ensure the youth's face and contaminated areas are flushed with cold water.

- iv. The officer shall assess if the youth should remove all contaminated clothing and shower. The shower shall be without soap and without any oil-based products.
- v. The officer shall issue clean clothing, if warranted.
- vi. The officer shall issue clean bedding, if contaminated.
- vii. The officer shall make arrangements for all contaminated surfaces such as floors, counter tops, walls, mattresses, etc., to be thoroughly cleaned with soap and water.
- viii. The officer shall vent the housing unit to the outside via the recreation yard door when safe to do so.

5. Mechanical Restraints

a. General Guidelines

- i. Mechanical restraints shall not be used as punishment, discipline, or as a substitute for treatment.
- ii. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.
- iii. Authorized mechanical restraints include handcuffs, waist chains, and leg restraints.
- iv. Physical restraints shall only be utilized when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior.
- v. Handcuffs may be used to maintain control during an escort after a youth has been resistive, violent, or threatening. The restraints are to be removed once the youth has been safely secured.
- vi. The use of restraints should not be used if known medical conditions would place the youth at risk when used. However, restraints may be used as a last resort if the officer is unable to gain compliance and the youth is a danger to him/herself or others. These medical conditions may include the following:
 - a) Broken bones
 - b) Orthopedic injuries requiring a cast, brace, splint or wrap
 - c) Active profuse bleeding
 - d) Seizure activity
 - e) Respiratory (breathing) difficulties
 - f) History of recent surgery
 - g) Pregnancy (pregnant youth shall only be handcuffed with hands forward and never behind the back)

b. Use of Mechanical Restraints for Transports

- i. In order to use mechanical restraints, including handcuffs, shackles, and leg irons during transportation of a youth outside of detention, a determination must be made that the mechanical restrains are necessary to prevent physical harm to the youth or another person or due to a substantial risk of flight.
- ii. The Probation Department must consult with the transporting agency regarding the determination that mechanical restraints are necessary to prevent physical harm to the youth or another person or due to a substantial risk of flight.
- iii. If a determination is made that mechanical restraints are necessary, the least restrictive form of restraint shall be used consistent with the legitimate security needs of each youth.
- iv. The justification for the use of mechanical restrains other than handcuffs shall be written by the transporting officer in an Incident Report for each youth being transported. The Incident Report shall document who was consulted regarding the justification for mechanical restraints, the reasons why mechanical restrains are necessary to prevent physical harm to the youth or another person, or that the youth is a substantial flight risk, as well as the type of mechanical restrains used.
- v. Each youth shall be assessed for every transport to determine that mechanical restraints are necessary and determine the least restrictive form.
- vi. This section does not apply to mechanical restraints used by medical care providers in the course of medical care or medical care transportation.

c. Use of Mechanical Restraints in Juvenile Court Proceedings

- i. Mechanical restrains may only be used during a juvenile court proceeding if the court determines that the individual's behavior in custody or in court establishes a manifest need to use mechanical restraints to prevent physical harm to the youth or another person, or due to a substantial flight risk.
- ii. The burden to establish the need for mechanical restraints is the prosecuting attorney(s).
- iii. If the court determines that mechanical restrains are necessary, the least restrictive form of restrain shall be used and the reasons for the use of mechanical restraints shall be documented in the court record.
- iv. Detention Court Transportation staff must write a separate Incident Report for each youth for each court appearance indicating the Court's justification for the reasons for the use of mechanical restraints.

- a. If the Court/Transportation Juvenile Detention Unit Supervisor (JDUS) has knowledge or receives information that a youth may pose a danger to himself/herself or others, the Court/Transportation JDUS will send an email to the Probation Department's Court Officer. The Court Officer shall advise the Court of the information, so that a determination can be made by the Juvenile Court as to whether the youth shall be placed in mechanical restraints.
- b. If a determination has been made by the Juvenile Court that mechanical restraints are necessary, the restraints will be applied on the youth in the Court/Transportation area prior to the youth entering Court.
- c. Restraints will be removed upon completion of the Court Hearing prior to the youth returning to the housing unit.

d. Procedures for Mechanical Restraints

- i. Restraints will be affixed in a manner that will avoid undue discomfort or injury. Officers shall check for proper fit and double-lock the restraints, when possible.
- ii. A youth in mechanical restraints is entitled to water and to use the bathroom, provided these needs can be met safely, without danger to the youth, officers, or other youth.
- iii. The officer will ensure that the restrained youth will be able to exercise his/her alternating extremities a minimum of ten (10) minutes every two hours.
- iv. When a youth is physically restrained, he/she will be housed alone or in a specified housing area for restrained youth in order to protect him/her from abuse.
- v. Youth in restraints will be under continuous direct visual observation by an officer to ensure the restraints do not inhibit circulation or cause injury.
- vi. The use of the maximum restraint method is **strictly prohibited**. This method, also known as "hog-tying," involves handcuffing of hands and feet together behind the back, which can seriously, and even fatally, impair an individual's ability to breathe.

e. Initial or Continued Retention in Restraints

As a general practice, the San Joaquin County Probation Department does not continue to restrain a youth in mechanical restraints outside of the circumstances listed above. However, Title 15 does allow for the continued retention of a youth in restraints for those youth who present an immediate danger to themselves or others, who exhibit behavior that results in the destruction of property, or reveals

the intent to cause self-inflicted harm. In the unlikely event this situation should occur, the following guidelines must be adhered to:

- i. The officer shall contact the Duty Officer for authorization for continued retention of a youth in restraints. The circumstances leading to the continued retention of restraints shall be documented in an Incident Report in JJIS and by completing a Use of Force Report.
 - ii. The Duty Officer shall contact the Medical Clinic for an opinion on the placement and retention of restraints as soon as possible, but no later than two hours from the time the youth is placed in restraints.
 - iii. The Duty Officer shall contact Behavioral Health Services for an assessment on the need for mental health treatment as soon as possible, but no later than four hours from the time the youth is placed in restraints.
 - iv. Continuous direct visual supervision shall be conducted and documented to ensure the restraints are properly employed and to ensure the well-being of the youth. Observations of the youth's behavior and any staff interventions are to be documented every 15 minutes, with the actual time recorded.
 - v. Reasons for continued retention in restraints shall be reviewed and documented every hour by the Duty Officer.
 - vi. The youth will be medically cleared for continued retention in restraints at least every three hours after the initial medical review.
- f. Use of Restraints on Pregnant Youth
- i. A youth known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
 - ii. A pregnant youth shall only be handcuffed with hands forward and never behind the back when being transported.
 - iii. A pregnant youth shall not be shackled by the wrists, ankles, or both during labor and delivery, including during transport to a hospital during delivery, and while in recovery after giving birth.
 - iv. A pregnant youth shall be transported in the least restrictive way possible, consistent with the legitimate security needs of the youth. If there is a legitimate security need, the transporting officer shall write an Incident Report and/or Action Report justifying the need for handcuffs to prevent physical harm to the youth or another person, or due to a substantial risk of flight.
 - v. Upon arrival to the hospital, the youth shall not be in handcuffs once the professional who is currently responsible for the medical care of the client

during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

D. Monitoring Youth for Medical Signs and Symptoms

1. When a youth has been mechanically restrained or a Physical Intervention Option has Been utilized, staff shall watch the youth for the following medical signs and Symptoms:
 - a. Physical Health Symptoms
 - i. Difficult or labored breathing
 - ii. Loss of consciousness
 - iii. Obvious signs of injury, especially profuse bleeding or obvious deformity of limbs, fingers, or bone
 - iv. Extensive bruising or swelling
 - v. Witnessed nausea or vomiting
 - b. Mental Health Symptoms
 - i. Extreme altered state of the youth's usual behavior, such as:
 - a. Confusion as to a person, place, or time
 - b. Extreme suspiciousness of people persecuting him/her or thoughts of people poisoning his/her food
 - c. Unusual bizarre behavior
 - d. Extreme intrusiveness (i.e., other people are putting thoughts in his/her head)
 - ii. Repeated verbal or physical threats to self and/or others and/or a plan for carrying out these threats.
 - iii. Extreme, unpredictable outbursts
2. If any of these signs or symptoms are observed, the officer shall immediately contact the Duty Officer and the Medical Clinic and/or Behavioral Health Services. If Medical Clinic staff and/or Behavioral Health Services staff are not available, the youth shall be transported to the San Joaquin County General Hospital and/or the San Joaquin County Behavioral Health Crisis Unit.
3. Cardiopulmonary resuscitation (CPR) equipment (rescue breathing masks) and an Automated External Defibrillator (AED) will be available on each unit.

E. Restoration

When Intervention Options become necessary, it is critical to restore the youth back into the ongoing program environment, re-establish relationships and use the crisis process as an opportunity for the youth to make positive changes.

F. Documenting Physical Intervention Options

1. Whenever a Physical Intervention has been used on a youth, the Duty Officer shall immediately be notified.
2. The Duty Officer shall respond to the unit where the incident occurred and conduct a debriefing with the involved staff to gather pertinent information regarding officer involvement, assess staff and/or youth injuries, and ensure appropriate services have been provided.
3. If a youth claims injury, the Duty Officer shall interview the youth and ask how the injury was obtained (i.e., from the use of force, another youth, or self-injury).
4. The primary officer involved in the incident shall write an Incident Report in JJIS.
5. The Incident Report shall include the following:
 - a. The date, time and location of the incident that required the use of the Physical Intervention option.
 - b. A description of the assaultive/resistive behavior that justified the use of the Physical Intervention option.
 - c. A description of the officer's observations the youth and their actions.
 - d. A description of the Physical Intervention technique that was utilized.
 - e. A complete description of decontamination procedures.
 - f. The time the Medical Clinic, Behavioral Health Services, and the Youth Advocate were notified for an evaluation and/or treatment.
6. All officers present at the incident shall complete an Incident Report in JJIS as soon as possible after the Physical Intervention occurred. Officers may not leave work until the Incident Report has been completed, unless authorized by the Duty Officer and/or Detention Administration.
7. The Juvenile Detention Unit Supervisor of any officer responding to an incident shall review the Incident Report for thoroughness and completeness before it is saved in JJIS.
8. The JDUS of the unit where the incident occurs shall complete the Use of Force Clinic Staff Report (Attachment A), listing the names of the involved youth and

whether the youth claim injury. Once the youth have been medically cleared, the JDUS shall forward the completed Use of Force Clinic Staff Report to the Duty Officer.

9. The Duty Officer shall review all Incident Reports to ensure the resistive/assaultive behavior of the youth is thoroughly described.
10. Duty Officer shall prepare a Use of Force Response Report (Attachment B) prior to the end of his/her shift, unless approved by Detention Administration.
11. The Duty Officer shall forward the Use of Force Response Report electronically to the Office Assistant Specialist assigned to Juvenile Detention. The Duty Officer shall also print a hard-copy of the Use of Force Response Report, attach the Use of Force Clinic Staff Report and forward to the Deputy Chief Probation Officer of Institutional Services.

G. Use of Force Review Committee

1. The Use of Force Review Committee is chaired by the Assistant Deputy Chief Probation Officer of Detention Administration and includes the DCPO of Institutional Services, the Assistant Deputy Chief of Operations, the Detention Training Officer, and the Youth Advocate.
2. The Use of Force Review Committee will meet on a weekly basis to review all incidents where Physical Intervention Options have been utilized.
3. The Use of Force Review Committee shall determine if the physical intervention was used as a result of a situation that was either escalating or spontaneous at its onset.
 - a. An escalating situation is an escalation between staff and a youth when the youth is displaying passive resistive behaviors and/or is failing to follow staff directives.
 - b. A spontaneous situation is where there has been no escalation between staff and the youth, but the staff must immediately respond to the youth's actions.
 - c. It is important to reminder that when determining whether a situation was spontaneous or escalating, it refers to the interactions between staff and the youth and not interactions between the youth and other youth.
 - d. The Use of Force Review Committee evaluates the use of force incident and any follow-up training that needs to be provided.
4. The Assistant Deputy Chief Probation Officer of Detention Administration will be responsible for ensuring all required actions have been completed.

H. Tracking and Reporting

1. Juvenile Detention Administration will compile monthly written reports detailing trends, year-to-year comparisons, and other relevant information on the use of Physical Intervention Options.
2. The Office Assistant Specialist of Juvenile Detention will run a monthly report in JJIS for the number of incidents in which force was averted, which will be included on the Use of Force Summary Report.
3. The Use of Force Summary Report will be reviewed with the Chief Probation Officer and the Assistant Chief Probation Officer on a monthly basis.
4. The DCPO of Institutional Services will maintain copies of the monthly reports.

USE OF FORCE CLINIC STAFF REPORT

Reporting Duty Officer's Name: _____ Date/Time of Incident: _____
 Unit Occurred: _____ JDUS: _____

To Be Completed by Unit JDUS				To Be Completed by Clinic Staff		
Youth Involved <small>(Must be completed for each youth in which a Physical Intervention Option was used)</small>	OC Spray Y/N	Physical Y/N	Claim Injury Y/N	Time Youth Medically Cleared	Refuse Treatment Y/N	ER Recommended

Clinic Staff Signature: _____ Date: _____

Clinic Comments *(Treatment provided to each youth including youth transported to E.R. if applicable and uninvolved youth treated for injuries or OC contamination.)*

Attachment A

Revised 4/01/2011

USE OF FORCE RESPONSE REPORT

The Juvenile Detention Duty Officer on duty when physical intervention options are used shall complete this form prior to the end of his/her shift. This report is to be forwarded to the Detention DCPO.

Reporting Duty Officer's Name: _____ Date/Time of Incident: _____
 Unit Occurred: _____ JDUS: _____

Incident Report Review: <i>(Please check all that apply)</i>	
1. Have you received all applicable reports (IR, supplemental, review) from all identified staff involved or who have witnessed this incident, prior to their departure from work?	
2. Are all reports complete? <i>(After reading the reports, do you have a clearer picture of what happened?)</i>	
3. Do the incident reports thoroughly describe the events that led to the use of force?	
4. Were there any steps taken to avoid the need for force? <input type="checkbox"/> Verbal Commands <input type="checkbox"/> Cool-down period <input type="checkbox"/> Other <i>(describe)</i> _____	
5. Do the reports describe the assaultive/resistive behavior?	
6. Was the Use of Force objectively reasonable under the circumstances?	

Involved Staff: <i>(Please complete for each staff who used a Physical Intervention Option)</i>				
Staff	Type of force	Why force used	Involved Youth	J #

Youth Name	J#	Pregnant Y/N	Pending Adult court Y/N	Mechanical Restraints Applied Y/N	Medically Cleared - Y/N	If Decontaminated; Time	Claimed Injury Y/N

Attachment B

Time Medical Notified _____ Time Behavioral Services Health Notified _____
Youth Advocate Notified _____
If Applicable, Crime Report # _____ Agency/Officer's Name _____

Staff Injury: <i>(Please complete for each staff claiming injury)</i>					
Name	Medical Treatment Requested? Y/N	Accident/Injury Report Completed? Y/N	Employer's Report of Occupational Injury or Illness completed? Y/N	Worker's Compensation Claim Form completed? Y/N	Doctor's Physical restrictions given to injured staff? Y/N

Additional comments:

Attachment B